



MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM

APPLICANT'S NAME _____
 PRESENT POSITION _____
 SALARY GRADE _____
 POSITION APPLIED FOR _____

Instruction: Kindly provide a quantitative assessment on the candidate based on your observation as his/her immediate supervisor on his/her managerial competence using a Scale of 1 to 5 as follows:

Excellent	a standard of performance that may be considered exceptionally good.	5
Good	a standard of performance above the average and meets all the normal requirements of the position	4
Average	a standard of performance that meets the normal requirements of the position	3
Fair	a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally acceptable	2
Poor	a standard of performance which is not acceptable at all	1

PLANNING:

Activities covered:

- a. Is he/she able to make long & short term plans and set objectives/goals for his/her team?
- b. Does he/she prioritize or establish time sequence of activities to be undertaken/accomplished?
- c. Can he/she develop policies and procedures?
- d. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

ORGANIZING:

Activities covered:

- a. Does he/she entrust to others responsibility with authority and create accountability for results?
- b. Does he/she synchronize the activities of his/her team members for united results?

LEADING

- a. Is he/she able to choose from among alternative courses of action?
- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?
- c. Does he/she possess the ability to communicate plans and instructions clearly and concisely?
- d. Can he/she influence your thinking attitude and behavior and that of his/her peers?

STRESS TOLERANCE

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume of work?
- b. Is he/she able to control and handle his/her anger and negative emotions?
- c. Does he/she accept criticism objectively whether from his/her subordinates, peers or superiors?

CONTROLLING

- a. Does he/she monitor and evaluate performance targets vis-à-vis the accomplishments of his/her team?
- b. Does he/she establish performance standards for his/her team for which work results are compared with and evaluated?
- c. Does he/she make periodic review of the performance and make the necessary corrective actions?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name