



MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM
(Below Section Head Level)

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 beyond the normal requirements of The position and one that is not acceptable at all	1

HUMAN RELATIONS:

1. Ability to adopt/adjust to the Organization

a. Is he/she able to adjust to the variety of personalities, rank and informal group present in the organization?

b. Does he/she internalize work changes with ease and vigor?

2. Ability to relate to Superiors

a. How well does he/she respond to your request, demands and expectations?

b. Does he/she apprise you of the significant problems in his/her work, their causes and appropriate steps to correct them?

c. In the face of differences in behavior between him/her and you, can he/she maintain his/her individual point of view?

a. Does he/she have the respect and acceptance of his peers?

b. Does he/she try to help his peers in clarifying points they are trying to resolve?

a. Is he/she always cordial and respectful in dealing/transacting with clients/public?

b. Does he/she show enthusiasm in providing the clients/public the necessary advice and assistance they sought for?

LEADERSHIP

a. I he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?

b. Can he/she influence your thinking attitude and behavior and that of his/her peers?

c. When assigned with ad hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?

d. When assigned to be a leader/chairman of the working group, does he/she assume responsibility of the work of other members?

PERSONAL QUALIFICATION AND ATTRIBUTES

a. Is he/she intellectually critical of existing standards, systems and policies?

b. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

a. Does he/she have a high degree of tolerance for tension resulting from increasing volume or work, organization change, environmental conflict, etc?

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?

a. When you seek help from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions for solutions?

b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name