

Let's Talk. Talk. Talk.

we talking on: _____

You are Known as: _____

job title: _____

Why we talking?

To take a personal inventory, to pin-point stupidity and intelligence and to outline and agree upon a practical improvement program. So that we have a good proof when we sack you.

Our rules. You shall obey.

Listed below are a number of traits, abilities and characteristics that are important for success in business.

First step is to do self-evaluation: means time to glorify yourself, honestly. Place an "X" mark on each rating scale, [IN BLUE COLOUR ONLY] over the descriptive phrase which most nearly describes YOU as a person.

Second step is manager-evaluation: means time to bring you back to earth. This will show how good you sucked up to your boss. Boss will place an "X" mark on each rating scale, [IN RED COLOUR ONLY] over the descriptive phrase which most nearly describes YOU from your boss perspective.

Final step is to do joint-evaluation: means last time to prove, who is the real boss. Jointly Place an "X" mark on each rating scale, [IN GREEN COLOUR ONLY] over the descriptive phrase which most nearly is TRUE about YOU as a person.

Two common mistakes in rating are: (1) **FOR YOURSELF** A tendency to rate YOURSELF as "average" or "Excellent" on every trait instead of being more critical in judgment. **YOU should use the ends of the scale as well as the middle**, and (2) **FOR BOSS** The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

ACCURACY is the correctness of work duties performed.

Makes frequent errors.

Careless, makes recurrent errors.

Usually accurate; makes only average number of mistakes.

Requires little supervision; is exact and precise most of the time.

Requires absolute minimum of supervision; is almost always accurate.

ALERTNESS is the ability to grasp instructions, to meet challenging conditions and to solve novel or problem situations.

Slow to "catch on."

Required more than average instructions and explanations.

Grasps instructions with average ability.

Usually quick to understand and learn.

Exceptionally keen and alert.

CREATIVITY is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

Rarely has a new idea; is unimaginative.

Occasionally comes up with a new idea.

Has average imagination; has reasonable number of new ideas.

Frequently suggests new ways of doing things; is very imaginative.

Continually seeks new and better ways of doing things; is extremely imaginative.

FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

Very distant
and aloof.

Approachable;
friendly once known
by others.

Warm, friendly;
sociable.

Very sociable
and out-going.

Extremely sociable;
excellent at
Establishing good will.

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

Personality
unsatisfactory
for this job.

Personality
questionable
for this job.

Personality
satisfactory
for this job.

Very desirable
personality
for this job.

Outstanding
personality
for this job.

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job).

Very untidy;
poor taste in
dress.

Sometimes untidy
and careless about
personal appearance.

Generally neat and clean;
Satisfactory
Personal appearance.

Careful about
personal appearance;
good taste in dress.

Unusually well groomed;
very neat; excellent
taste in dress.

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy).

Tires easily;
is weak and frail.

Frequently tires
and is slow.
requirements.

Meets physical and
energy job

Energetic;
seldom tires.

Excellent health;
no fatigue.

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

Often absent without
good excuse and/or
frequently reports
for work late.

Lax in attendance
and/or reporting for
work on time.

Usually present
and on time.

Very prompt;
regular in attendance.

Always regular
and prompt;
volunteers for
overtime when needed.

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

Disorderly or
untidy.

Some tendency
to be careless
and untidy.

Ordinarily keeps
work area
fairly neat.

Quite conscientious
about neatness
and cleanliness.

Unusually neat,
clean and
orderly.

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

Requires close supervision; is unreliable.

Sometimes requires prompting.

Usually takes care of necessary tasks and completes with Reasonable promptness.

Requires little supervision; is reliable.

Requires absolute minimum of supervision.

DRIVE is the desire to attain goals, to achieve.

Has poorly defined goals and acts without purpose; puts forth practically no effort.

Sets goals too low; puts forth little effort to achieve.

Has average goals and usually puts forth effort to reach these.

Strives hard; has high desire to achieve.

Sets high goals and strives incessantly to reach these.

JOB KNOWLEDGE is the information concerning work duties which an individual should know for a satisfactory job performance.

Poorly informed about work duties.

Lacks knowledge of some phases of work.

Moderately informed; can answer most common questions.

Understands all phases of work.

Has complete mastery of all phases of jobs.

QUALITY OF WORK is the amount of work an individual does in a work day.

Does not meet minimum requirements.

Does just enough to get by.

Volume of work is satisfactory.

Very industrious; does more than is required.

Superior work production record.

STABILITY is the ability to withstand pressure and to remain calm in crisis situations.

Goes "to pieces" under pressure; is "jumpy" and nervous.

Occasionally "blows up" under pressure; is easily irritated.

Has average tolerance for crises; usually remains calm.

Tolerates most pressure; likes crises more than the average person.

Thrives under pressure; really enjoys solving crises.

COURTESY is the polite attention an individual gives other people.

Blunt; discourteous; antagonistic.

Sometimes tactless.

Agreeable and pleasant.

Always very polite and willing to help.

Inspiring to others in being courteous and very pleasant.

Definitely unsatisfactory.

Doing an average job.

Outstanding

Major weak points are -

1. _
2. _
3. _

and these can be strengthened by doing the following:

[illegible]

1. _
2. _
3. _

and these can be used more effectively by doing the following:

This image shows a full page of blank handwriting practice paper. It features ten sets of horizontal lines, each consisting of a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement. The paper is otherwise empty, with no text or markings.

I'm the boss: _____ job title: _____

Wanna be Boss : _____ date: _____