

**STATUS ASSESSMENT**

This assessment instruments is to check how strong is the distribution of work load and the preciseness of the organizational positioning. This assessment tool is a confidential document that only the responded will answer. The result of this assessment material is also confidential that the purpose of this is just to have a report on the status of the organization.

Thank you!

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| --- | --- |
| EMPLOYEE NAME: | Jasmin, Janine L. |
| JOB TITLE: | Developer |
| DESIGNATION: | Programmer |
| WORK UNIT: |  |
| POSITION NO: |  |
| RESPONSIBLE TO: | Develop and design a system or application. |
| DATE HIRED: | May 20, 2013 |

**PART 1**

Summary of Job Description

1. Primary Objectives
   1. To help the company the best as I could so that the company could help me also fulfilling my dreams.
   2. To develop and design a system application based on the client’s needs and wants.
   3. To give the client a satisfactorily output of the program.
   4. To design a user-friendly program.
   5. To write a clean and clearly readable code.

(use another sheet if necessary)

1. Key Responsibilities
   1. To produce a system application that is capable of doing/performing a task based on their needs.
   2. Providing support and to have an immediate response every time an application encounters bugs (Bugs and fixing).
   3. To fulfills program’s requirements and to make it done within an allotted span of time.
   4. Testing and modifying systems to ensure that they operate reliably.
   5. Researching and examining current systems and consulting users.

(use another sheet if necessary)

1. Key Skills (Selection Criteria):
   1. Programming

(use another sheet if necessary)

**PART 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task/Duties | Description of the Task/Duties | Required Time to Finish | Actual Time to Finish | Reason of Delay | Necessary Support to Achieve High Productivity |
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(Please exhaust all possible task i.e.: cleaning the comfort room)

(use another sheet for extra answer)

**PART 3**

If you rate as 5 as the highest and 1 as the lowest as to the initiatives, support and other motivational factors to the employee to assert more to have high productivity in the work place based on the following criterion given:

1. Salary/Compensation
2. Incentives
3. Benefits
4. Work Load
5. Position
6. Designation
7. Direct Supervisor
8. Colleagues - 5
9. Work Place - 4
10. Employee Development
11. Community Involvement
12. Contract
13. Job Description
14. Communications

If you rate yourself based on the score above in terms of performance based on the following criterion;

1. Efficiency of work
2. Quality time
3. Human relations
4. Communication
5. Technical skills
6. Life-long learning