

Appendix 3.4

INDICATORS OF POTENTIAL EFFICIENCY OF EMPLOYEES

Questionnaire submitted to experts for electing their weighted opinion on the suitability of items for EEP format.

	Does it appear to measure the Employee Efficiency Potential? Yes/No			
	To a very great Extent	To some Extent	Not at all	
1. Disposal of work				
2. Ability to foresee difficulties/problems in work.				
3. Tendency to seek others' indulgence in one's work.				
4. Accuracy in work				
5. Independence in doing one's own work				
6. Getting along with colleagues.				
7. Ability to discriminate between what is import- ant and what is not, what is urgent and what is not.				

	Does it appear to measure the Employee Efficiency Potential? Yes/No	To a very great extent	To some extent	Not at all
8. Knowledge of his own superior's work and responsibilities.				
9. Desire to be of help to the superior in his work.				
10. Possession of job-related information.				
11. Providing work-related references as and when required.				
12. Capacity to understand responses and reactions of superiors and subordinates.				
13. Ability to perceive potentially problematic issues and situations.				
14. Ability to explain ones own point and/or stand.				
15. Ability to make assessment of the situation and adjusting one's working to it.				
16. Ability to understand the point beyond which one cannot progress in work without guidance/help.				

17. Possessing knowledge of the subject matter of one's job.	Does it appear to measure the Employee Efficiency Potential? Yes/No	To a very great extent	To some extent	Not at all
18. Capacity to work objectively				
19. Taking care of emergencies.				
20. Ability to organise work so as to be able to pass it on to the successor easily.				