

Managerial Performance Bench Mark

S. N	Attributes	Rating									
		-ve					+ve				
A	Decision Making	1	2	3	4	5	6	7	8	9	10
	I. He takes decision on time most of the time.										
	ii He takes into account different perspective before he takes his decision.										
	iii He normally emerges with a solution / different alternatives when faced with s difficult situation.										
	iv. He consults all concerned prior to taking decisions										
	v. He accepts disagreements effectively and even changes his own decision at times.										
	vi. His overall decision making										
B	Interpersonal Relationship Skills	1	2	3	4	5	6	7	8	9	10
	I. He generally mixes around with people.										
	ii. He keeps relationship with people other than work relationship.										
	iii. He is quite resourceful and manages to get his work done by others and also gets their support.										
	iv. When he is assertive, people take him in the right spirit and do not get offended.										
	v. He is humble and does not look down upon or put down others										
	vi. Overall Effective Interpersonal relationship										
C	Task Orientation	1	2	3	4	5	6	7	8	9	10
	I. He is always focused on his tasks										
	ii He normally completes his tasks on time and informs if there is a delay.										
	iii. His follow up on various tasks for which he has to depend on others is prompt and regular.										
	iv. He insists on and get the tasks accomplished from his subordinates.										
	v. Overall Task Orientation										
D	Analytical Abilities	1	2	3	4	5	6	7	8	9	10
	I. He analyses issues qualitatively										
	ii. His analysis in complete from all perspective										
	iii. His analysis leaves little scope for any improvements.										
	iv. He understands different perspective quickly when \faced with a disagreement situation.										
	v. Overall qualitative analytical abilities										
E	Organisation, Planning & Control	1	2	3	4	5	6	7	8	9	10

share information with others										
iii. He expresses positive body language while listening as well as communication.										
iv. He manages to express his thoughts effectively in written communication.										
v. He is pleasing in his tone, volume level and choice of words										
vi. Overall written and Spoken communication skills.										
J. Job Ownership	1	2	3	4	5	6	7	8	9	10
I. He takes up assignments enthusiastically.										
ii. He maintains same enthusiasm throughout for all assignments.										
iii. He follows up with all concerned till such time he gets results.										
iv. He does not hesitate to contact even higher authorities, if his work gets stuck at some level.										
v. Overall Ownership of his Job.										

- 1 The rater should look at the consistency in each of the statement that has been made above.
- 2 The rater is to be objective about the rated and remain unaffected by personal relationship
- 3 The rater is to be as frank, honest and open about the ratee as is possible
- 4 This is a voluntary exercise wherein an individual chooses, out of his will, to get rated by a group of Manager the individual is working with. All assessment are requested to be treated confidentially. This exercise will improve the personal traits of the rated and so a request is made to be serious and positive
- 5 In the Scales given above "1" has the lowest score and hence considered negative. "5" has the highest score , henceconsidered positive

