SECTION C

1. Performance Factors

Quantity of Work: *Consider the quantity of acceptable work accomplished and the promptness in completing assignments.*

Higher 7 6 5 4 3 2 1 *Lower*

Quality of Work: *Consider accuracy, thoroughness, and presentation of work, and ability to make successful recommendations and the capacity for sound analysis in the performance of duties.*

Higher 7 6 5 4 3 2 1 *Lower*

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2. *Performance Indicators*

Job Knowledge: *Consider the employee's understanding of the job and of the Department's functions and objectives as well as his/her grasp of the principles, methods, processes and procedures used.*

Higher 7 6 5 4 3 2 1 *Lower*

Initiative: *Consider the level of creativity and self-reliance, the ability to originate ideas and actions, the degree of supervision required and the display of ingenuity in effectively fulfilling the duties of the post.*

Higher 7 6 5 4 3 2 1 *Lower*

Responsibility: *Consider the officer's willingness to accept the responsibilities and authority of the post and to take action and make decisions effectively on matters associated with the duties of the post.*

Higher 7 6 5 4 3 2 1 *Lower*

Judgement: *Consider the officer's demonstrated ability to analyze situations, define issues, weigh alternatives, arrive at logical conclusions and adopt appropriate solutions.*

Higher 7 6 5 4 3 2 1 *Lower*

Contacts With Public: *Consider the officer's demonstrated ability to effectively relate to the public in the performance of the duties associated with the post.*

Higher 7 6 5 4 3 2 1 *Lower*

Level of Co-operation: *Consider the officer's demonstrated ability to effectively interact with other officers in the work place and to co-operate in carrying out the work programme of the Ministry/Department.*

Higher 7 6 5 4 3 2 1 *Lower*

Dependability: Consider the ability of the officer to meet the demands and requirements of the job even in difficult and unusual situations and to make effective use of working time.

Higher 7 6 5 4 3 2 1 *Lower*