



Form E

Efficiency-assessment for executives and employees

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|------------|--|----------------|--|
| Company: | | | |
| Street: | | | |
| ZIP: | | City: | |
| Phone: | | Fax: | |
| eMail: | | www: | |
| Date: | | Administrator: | |
| Signature: | | | |

| | | | |
|------------------------------|--|---------|--|
| Pseudonym for the applicant: | | | |
| Age: | | Male: | |
| | | Female: | |
| Applicant for position: | | | |
| Notes: | | | |
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How to do the test:

Make sure you understand each question; read it as many times as necessary. Each answer counts. Please answer ALL questions, one after the other, by marking a, b, c or d.
At each question, choose that answer, which in your opinion fits best or comes closest to what would be a correct answer.

1 Do you occasionally feel that your working day has not enough hours?

- a ☐ Yes, now and then
- b ☐ Yes, quite frequently
- c ☐ No, the time I have is enough to do my job

2 Do you sometimes think that you should have achieved more in the same amount of time?

- a ☐ Yes, now and then
- b ☐ Yes, I think that quite often
- c ☐ No, most of the time I achieve what I intend to do

3 Do you work on several things at the same time?

- a ☐ Yes, one can hardly avoid that
- b ☐ No, one of my principles is to do one task (or work) after the other
- c ☐ No, I always put them into categories of importance or priority

4 Is it easy for you to relax on a Sunday or holiday without pondering on business matters?

- a ☐ I force myself to do so
- b ☐ Yes, I am able to enjoy myself and relax at any time
- c ☐ No, business matters are too important

5 Do you occasionally feel exhausted or lacking energy during or after work?

- a ☐ Only when I often get interrupted at work.
- b ☐ No, very seldom
- c ☐ Yes, that happens every once in a while

6 When you have completed a task or piece of work, do you feel so relaxed that you could lay your feet on the table for ten minutes?

- a ☐ Yes, indeed
- b ☐ No, there is still too much to do
- c ☐ Yes, but I keep thinking of what still needs to be done

7 Do you often suffer from stress or time pressure?

- a ☐ Yes, you can say that again
 - b ☐ No, I still have some time at my disposal
 - c ☐ I mostly finish things off just in time
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8 How does your desk (work area) look like?

- a ☐ Piled high
- b ☐ Rather orderly
- c ☐ Neat and empty

9 Do you have backlogged (accumulated) tasks or work waiting to be done?

- a ☐ Yes, there is still a lot of work that should be done
- b ☐ No, I'm up to date with my work
- c ☐ Yes, but only a few unimportant things

10 Are you often absent-minded at work?

- a ☐ Yes, I'm pondering a lot
- b ☐ No, it is easy for me to concentrate on my work
- c ☐ With some effort I can keep my mind on the job

11 You approach tiresome tasks or works with an idea similar to:

- a ☐ "It will handle itself after some time"
- b ☐ "Somebody else can (or should) do that"
- c ☐ "I do it at once so that it is done"

12 Do you look forward to the coming working day?

- a ☐ Usually yes
- b ☐ No, I am ready for a vacation
- c ☐ "Looking forward to it" would be too enthusiastic an expression

13 By what do you judge people, employees or colleagues?

- a ☐ By their training, position or status
- b ☐ By what they really get done
- c ☐ By what they say about themselves

14 How do you normally relay communications or requests?

- a ☐ In writing
- b ☐ By phone
- c ☐ By seeing the person concerned or having her or him come to my office

15 What do you do, when you don't know how to handle something?

- a ☐ I study the manuals, textbooks or similar material
- b ☐ I ask someone who knows about the subject or thing
- c ☐ I try to cope with it myself by trial and error

16 Do you plan in advance what you intend to achieve during the day?

- a ☐ Yes, but often some other things crop up
 - b ☐ No, I get everything done during the day
 - c ☐ Yes and I usually happen to complete everything
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17 Do you often stay at your job after working hours, because you don't get your own work done otherwise?

- a ☐ Yes, that's the rule
- b ☐ No, I get everything done during the day
- c ☐ No, but there is always some work left undone

18 Do you use drawers, shelves or the closet as places to store unfinished work or things?

- a ☐ No
- b ☐ Occasionally
- c ☐ Yes

19 Additional urgent tasks

- a ☐ are considerably irritating me
- b ☐ are annoying but they get done
- c ☐ are rather considered as a challenge by me

20 Who is mostly solving the problems in your company (in your department)?

- a ☐ I myself
- b ☐ The employee concerned
- c ☐ That depends

21 Do you normally achieve the targets you've set?

- a ☐ Yes
- b ☐ Not in any case
- c ☐ At the moment some difficulties exist at this

22 Does your work frequently make you feel nervous?

- a ☐ A little, but I don't let it show
- b ☐ Yes, from time to time it's getting to much for me
- c ☐ No, I feel to be in control of everything

23 How often do you normally take up a letter, a communication, request etc. before the matter is fully completed?

- a ☐ More than three times
- b ☐ Two to three times
- c ☐ Once

24 Do you sometimes notice that you missed out on important things or dates?

- a ☐ No, almost never
- b ☐ Yes, that happens
- c ☐ Yes, but quite seldom

25 I try to solve problems

- a ☐ by taking immediate action
 - b ☐ by considering and thinking about the situation
 - c ☐ by waiting how things develop
-

26 How long do you put off unpleasant things or decisions?

- a ☐ Some days
- b ☐ Some weeks
- c ☐ Not more than one day
- d ☐ As long as possible

27 Do problems frequently take you by surprise?

- a ☐ Yes, sometimes I ask myself how that could have happened
- b ☐ No, normally I do something about them in time
- c ☐ I usually cope with difficulties one way or the other

28 How many employees do you feel you can easily manage?

- a ☐ Up to five
- b ☐ Five to fifty
- c ☐ More than fifty
- d ☐ To manage people seems difficult to me

29 How do you normally make your decisions?

- a ☐ I usually sleep on it first of all
- b ☐ At once on the spot
- c ☐ After some consideration

30 How far do you plan into the future?

- a ☐ I have trust in my fate
- b ☐ I do short range planning (days or weeks)
- c ☐ I work on long range projects that can take years