



## Form E

Efficiency-assessment for executives and employees

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Company:	<input type="text"/>		
Street:	<input type="text"/>		
ZIP:	<input type="text"/>	City:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
eMail:	<input type="text"/>	www:	<input type="text"/>
Date:	<input type="text"/>	Administrator:	<input type="text"/>
	<input type="text"/>		
	Signature:	<input type="text"/>	

Pseudonym for the applicant:	<input type="text"/>		
Age:	<input type="text"/>	Male:	<input type="checkbox"/>
		Female:	<input type="checkbox"/>
Applicant for position:	<input type="text"/>		
Notes:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

**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?**

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- 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?**

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- a  No
- b  Occasionally
- c  Yes

**19 Additional urgent tasks**

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- 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)?**

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

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

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- 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?**

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- 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?**

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- 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?**

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

**25 I try to solve problems**

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