

PERSONAL SUITABILITY QUESTIONNAIRE

Yes No

1. Do I have energy and motivation?
2. Am I disciplined and hard working?
3. Am I mentally, emotionally and physically healthy?
4. Am I a self-starter?
5. Do I finish what I start?
6. Can I take charge of things and see them through?
7. Can people trust what I say?
8. Am I a gambler in the respect that I am willing to take risks?
9. Do I have good management skills including:
 - a. Technical Skills
 - i. Do I have an understanding and proficiency in methods, processes, procedures and techniques?
 - ii. Do I have the necessary specialized knowledge and analytical abilities? If not,
 - ◆ Do I know where my deficiencies lie?
 - ◆ Am I able to gain competency in deficient areas?
 - ◆ Will I have competent staff to compensate for my deficiencies?
 - ◆ Am I willing to upgrade to keep abreast with ongoing changes?
 - b. People Skills
 - i. Do I have the ability to work effectively as a Team Member?
 - ii. Am I able to build cooperation within the Team?
 - iii. Can I network efficiently with outside resources?
 - iv. Can I deal effectively with clients?
 - c. Conceptual Skills
 - i. Can I see the business as a whole and how its various functions relate to each other?
 - ii. Can I envision how the business relates to the industry, community and the political, economic and social forces as a whole?
 - iii. Can I integrate and coordinate the activities and objectives of the business towards a common objective?

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10. Can I practice management functions efficiently I.e.:

a. Planning

Can I think through a process in advance as to what I want to accomplish and how I will do it. I.e.:

- i. Can I establish goals and objectives?
- ii. Can I determine methods to achieve my goals?
- iii. Can I identify and schedule activities to meet my goals?
- iv. Can I estimate the financial resources to purchase the necessary human, material, and administrative resources needed to accomplish my goals?

b. Organizing

Can I develop the formal structure of the business to undertake work activities. I.e.:

- i. Can I determine work activities and assign appropriate personnel?
- ii. Can I establish areas of responsibility, delegation and accountability?
- iii. Can I define the scope and content of each job in terms of duties and responsibilities?
- iv. Can I analyze and organize the different categories of jobs?
- v. Can I negotiate and determine pay rates and benefits?
- vi. Can I recruit and hire the “right” people for available jobs?

c. Directing

Can I motivate employees to perform their duties according to plans?

d. Controlling

- i. Can I evaluate performances against goals, policy and procedure?
- ii. Can I determine causes of diversion?
- iii. Can I take corrective actions where necessary?

e. Decision Making

- i. Can I make decisions and live with the consequences?
- ii. Am I able to delegate and defer decision-making to others?

f. Communication

Can I provide adequate and accurate information effectively, both:

- i. Verbally?
- ii. In Writing?

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- 11. Do I have the good managerial qualities? I.e.:
 - a. Do I exercise good judgment?
 - b. Am I tactful?
 - c. Am I compassionate?
 - d. Am I sympathetic?
 - e. Do I have patience?
 - f. Do I have self-control under pressure?
 - g. Am I dedicated?
 - h. Am I dependable?
 - i. Am I conscientious?
 - j. Am I honest?
 - k. Am I non judgmental?
 - l. Am I without prejudice re race, age, religion and ethnicity?
 - m. Do I practice confidentiality?
 - n. Am I ethical and do what should be done?
 - o. Do I adhere to established laws?
 - p. Do I have a positive attitude towards management?

13. Do I enjoy working with people?

14. Am I willing to work long hours?

15. Am I in good health – physically, mentally and emotionally?

16. Do I have the support of my family?

17. Comments _____

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