

TABLE I - SKILL CHARACTERISTICS

SKILL CHARACTERISTIC	DEGREE DEMONSTRATED					Superskill
	Poor	Fair	Average	Good	Excellent	
The operator's apparent general ability and adaptability	New or misfit	Fairly new or plodder type. knows way around.	Proficient in the work.	Noticeably better than the average man.	High degree of skill obvious from the start.	Naturally suited to the work. Perfection or the best possible.
Reading Ability	Has difficulty	Can read fairly well but takes noticeably long time.	Reads and readily understands specifications	Quickly interprets written information	Interprets complicated reading material with ease.	Interprets the most difficult written material with ease and speed
Familiarity with work and tools	Lacks knowledge of the job and tools.	Knows enough about the work & the tools to do some planning	Knows tools & equipment & how to use them.	Selects & uses good tools. Grasps new job quickly.	Usually selects & uses the best & most efficient tools without being told.	Invariably selects & uses the best & most efficient tools without being told.
Self-confidence	Lacks self-confidence, is usually checking job.	Some degree of self-confidence. Proceeds very cautiously.	Possesses self-confidence but will ask for assistance if reasonable question of doubt.	Has & shows confidence in self & ability	Complete self-assurance, minimum checking.	Complete self-confidence and ability.
Memory	Poor. Forgets quickly.	Fair memory. Frequently rechecks or pauses to think.	Grasps most details on first reading of information.	Retains mental picture of jobs & needs little planning.	Knows every step & does not refer to information after starting.	Knows every step & need not refer to information after initial planning, & is able to associate common steps to similar operations.

EFFORT CHARACTERISTIC	DEGREE DEMONSTRATED					
	Poor	Fair	Average	Good	Excellent	Superskill
Workmanship Sloppy work or accuracy to a ridiculous degree.	More accurate than inspection requirements. Takes much greater care than when T.S. person is not present.	Meets all job requirements. Rarely produces defective work. Makes good use of equipment.	Produces good work consistently, no wasted time or moves, makes best use of equipment.	Does the job exactly right.	Does the job exactly right with a minimum of waste motion. Very efficient.	
Numerical Value for Leveling	70% to 80%	80% to 95%	95% to 105%	105% to 120%	120% to 130%	130% to 140%