

APPENDIX II

QUALITIES & ATTRIBUTES

SELF-APPRAISAL



EMAIL

recruitment@hireahubby.com.au



FAX

(02) 9554 5651

Do you have the qualities & attributes to become a Hire A Hubby franchisee? The following form is designed to measure the individual attributes of every potential franchisee. It is not a test, but rather provides an indication to you and to Hire A Hubby as to whether you have the qualities that are considered necessary to be a successful Hire A Hubby franchisee.

Name:	Date:	
Address:		
City:	State:	Postcode:
Email:		
Phone (home):	Phone (work):	Mobile:

SECTION 1: PERSONAL ATTRIBUTES

Please rate yourself using the following scale:

- 0 You have no aptitude for these skills whatsoever.
- 3 You are unsure of your skills but capable and willing to learn.
- 5 Your skills definitely qualify you.

SKILL	RATING (0,3 OR 5)
Polite and friendly	
Neat, tidy and well groomed	
Time management/organisational skills	
Problem solving	
Negotiating and customer generation skills	
Computer skills	
Personal Attributes TOTAL	

Personal Attributes TOTAL multiplied by 3 =

SECTION 2: TOOLS

Tools which are generally regarded as standard requirements.

Please rate yourself using the following scale:

- 0 I don't own the tools and don't wish to buy them.
- 3 I am willing to buy the tools but need guidance on use.
- 5 Yes, I own the tools and I am competent in using them.

SKILL	RATING (0,3 OR 5)
Power saw	
Angle grinder	
Cordless drill	
Electric plane	
Electric drill	
Heat gun	
Orbital or belt sander	
Set of hand tools	
Ladder	
Personal protection equipment (OH&S) i.e. safety glasses, ear plugs, safety boots, etc	
Tools TOTAL	

Tools TOTAL multiplied by 2 =

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SECTION 3A: TECHNICAL SKILLS

Please rate yourself using the following scale:

- 0 You are unsure of your ability to complete the task.
- 3 You have not done before although confident you can complete the task properly.
- 5 You have completed this task successfully.

SKILL	RATING (0,3 OR 5)
Mow lawns and do edging	
Prune shrubs and do gardening	
Clean up and remove rubbish	
Clean windows inside and out	
Clean stove and rangehood	
Shift furniture around house	
Fit picture hooks	
Install door bell	
Install battery smoke detectors	
Replace light bulbs and fluro tubes	
Replace fence palings and pickets	
Install new fence post	
Clean out gutters	
Put up curtain rails	
Replace mesh on flyscreen	
Technical Skills 3a TOTAL	

Technical Skills 3a TOTAL multiplied by 1 =

SECTION 3B: TECHNICAL SKILLS

SKILL	RATING (0,3 OR 5)
Repair sticky door	
Install childproof locks	
Repair ceramic tiles	
Replace a sheet of glass in window	
Make and install lattice screen	
Install shelving	
Fit locks to aluminium windows	
Install and adjust kitchen cupboard hinges	
Replace damaged roof tile	
Install towel rail to tiled wall	
Install micro jet sprinkler system	
Replace roofing sheets on pergola	
Hang wooden gate on side of house	
Install new foldout clothes line	
Replace architrave around door	
Technical Skills 3b TOTAL	

Technical Skills 3b TOTAL multiplied by 2 =

SECTION 3C: TECHNICAL SKILLS

SKILL	RATING (0,3 OR 5)
Install dead latch to external door	
Install flyscreen door	
Install a new door and fit door furniture	
Erect garden shed	
Hang clothes dryer on wall	
Patch a hole in gyprock wall	
Repaint a room to professional standard	
Install box type air conditioner into a window	
Replace sash cords or balancers to windows	
Replace rotten floorboards with new	
Replace cladding on external wall such as fibrous cement sheeting	
Replace internal door jamb	
Lay a section of outdoor paving	
Replace laminate on section of bench top	
Work to OH&S regulations	
Technical Skills 3c TOTAL	

Technical Skills 3c TOTAL multiplied by 3 =

SUMMARY SECTION

SECTION	YOUR SCORE	ACCEPTABLE	EXCEPTIONAL
1. Personal Attributes	84	90	
2. Tools	80-84	85-100	
3. Technical Skills (total from a, b, c)	360-389	390-450	
COMBINED TOTAL of sections 1, 2 & 3	524-557	565-640	

If any of the above figures indicate that you were below acceptable in ANY areas, it is advisable that you do not further pursue the possibility of owning a Hire A Hubby franchise. Should you have ALL AREAS ACCEPTABLE, you will be considered to be able to perform at the standard expected and you will likely do well as a Hire A Hubby franchisee, although some areas may require additional training/work.

Should you have a combination of EXCEPTIONAL & ACCEPTABLE, you will be considered to have the potential to perform as an above average Hire A Hubby franchisee. If all areas are EXCEPTIONAL, you would be a Hire A Hubby franchisee of the highest standard.