

PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS

Name of candidate employee: _____

Position to be filled up: _____

Department/unit: _____

Instructions: This is a peer subordinate assessment evaluation. The criteria are based on the candidate's physical characteristics and personality traits. Please encircle a number on the rating scale which you feel he/she deserves where 4 is the highest and 1 is the lowest. The ratings are the following:

4 – Outstanding

3 – Very Satisfactory

2 – Satisfactory

1 – Unsatisfactory

I. ATTITUDE

R A T I N G

- | | | | | |
|---|---|---|---|---|
| - professional in dealing with clients and co-workers | 4 | 3 | 2 | 1 |
| - emotionally mature (patient, cooperative, discreet) | 4 | 3 | 2 | 1 |
| - courteous, enthusiastic and with sense of humor | 4 | 3 | 2 | 1 |

II. COMMITMENT

- | | | | | |
|--|---|---|---|---|
| - responsible | 4 | 3 | 2 | 1 |
| - adherence to the code of moral ethics | 4 | 3 | 2 | 1 |
| - willing to render overtime service without pay | 4 | 3 | 2 | 1 |

III. APPEARANCE

- | | | | | |
|---------------------------------|---|---|---|---|
| - in prescribed dress code | 4 | 3 | 2 | 1 |
| - well groomed (neat and clean) | 4 | 3 | 2 | 1 |

Signature of Rater over Printed Name

Date

Designation