

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 deserves, where 4 is the highest and 1 is the lowest. The rating are the following:

- 4- Outstanding 2- Satisfactory
- 3- Very Satisfactory 1- Unsatisfactory

I. ATTITUDE	R A T I N G			
- professional in dealings 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