Assessment Form No. 1

**PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS**

Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position to be filled up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instructions*: This is a peer assessment evaluation sheet. 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 2 - Satisfactory

3 - Very Satisfactory 1 - Unsatisfactory

|  |  |
| --- | --- |
| 1. **ATTITUDE**
 | **RATING** |
| -Professional in dealing with clients and co-workers | **4** | **3** | **2** | **1** |
| -Emotionally mature (cooperative, patient and discreet) | **4** | **3** | **2** | **1** |
| -Courteous and enthusiastic | **4** | **3** | **2** | **1** |
| 1. **COMMITMENT**
 | **RATING** |
| -Responsible | **4** | **3** | **2** | **1** |
| -Adhering to the code of moral values | **4** | **3** | **2** | **1** |
| -Willing to render overtime service even without pay | **4** | **3** | **2** | **1** |
| 1. **APPEARANCE**
 | **RATING** |
| -In CSC-prescribed dress code | **4** | **3** | **2** | **1** |
| -Well-groomed (neat and clean) | **4** | **3** | **2** | **1** |

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 Signature of Rater over Printed Name Date

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Designation

**UPM-HRD-F26**

Rev. 0 Page 1 of 1