

Annex "A"

Assessment Form No. 1

PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS

Name of candidate: _____
Position to be filled up: _____
Department/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

I. 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
II. 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
III. APPEARANCE	RATING			
- In CSC-prescribed dress code	4	3	2	1
- Well-groomed (neat and clean)	4	3	2	1

Signature of Rater over Printed Name

Date

Designation