

HAVE YOU AN EMPLOYABLE PERSONALITY?

Poor    Below Avg.    Average    Above Avg.    Excellent

A. Dependability

1. Prompt, Punctual, Cooperates, Sincere, Trustworthy, Reliable, Stick-to-it-iveness, Consistent, ability to work without supervision.
  - a. Supervision always needed. Does not fulfill promises.
  - b. Often needs supervision. Dependability questionable.
  - c. Under usual conditions reliable and dependable. Prompt.
  - d. Supervision seldom needed. Takes proper care of work.
  - e. No supervision. Fulfills promises. Does whatever is needed.

B. Cultural Refinement

1. Courteous, Modest, Good deportment, Considerate, Kind, Appreciative, Sympathetic, Good manners, Respectful, Good breeding, Polite, Self-control.
  - a. Habitually discourteous. Lacks good breeding.
  - b. Frequently discourteous. Little consideration for others.
  - c. Usually courteous, respectful, and polite.
  - d. Practically always courteous, modest, appreciative.
  - e. Makes an extra effort to be self-controlled and courteous.

C. Leadership

1. Responsible, Initiative, Self-confident, Original, Enterprising, Uses good Judgment, Resourceful, Ability to size up a situation, Fair, Tactful.
  - a. Shuns all responsibility. No initiative.
  - b. Seldom shows initiative, resourcefulness, good judgment.
  - c. Sometimes indicates resourcefulness and leadership ability.
  - d. Shows initiative, originality, and leadership ability.
  - e. Highly developed leadership ability. Uses good judgment.

D. Industriousness

1. Industrious, Zeal, Perseverance, Diligence, Habits of work, Application purposeful, Attitude and willingness, Sustained interest and application.
  - a. Lazy, show no interest.
  - b. Does little required work. No work habits.
  - c. Does only what is required. Usually efficient.
  - d. Often does more than is required. Very efficient.
  - e. Always finds extra work to do. Distribution of time organized.

E. Mental Alertness

1. Enthusiastic, Animated, Attentive, Observing, Anticipation of needed facts, Secures unusual information.
  - a. Dull. Listless.
  - b. Requires detailed explanation. No enthusiasm.
  - c. Sometimes observant. Sometimes enthusiastic.

## F. Thoroughness

1. Definite, Accurate, Careful, Sustained interest, Completion of work.
  - a. Work always incomplete. Inaccurate. Careless.
  - b. Work seldom completed. Seldom accurate or careful.
  - c. Work generally completed. Usually accurate.
  - d. Always finishes work. Very accurate. Very careful. Definite.
  - e. Without supervision finishes work and rechecks. Exceedingly accurate.

## G. Personal Grooming and Personal Appearance

1. Well-groomed, Clean, Unoffensive, Neat appearing, Fingernails well Manicured, Neat, Inconspicuous, Hair well cared for, Carefully and modestly dressed.
  - a. Offensive, untidy, unclean.
  - b. Personal appearance poor. Seldom well groomed. Over-rouged.
  - c. Personal appearance acceptable. Generally neat.
  - d. Pleasing personal appearance. Careful of appearance.
  - e. Attractive personal appearance. Exceedingly careful of appearance.

## H. Ability To Get Along with Others

1. Adaptable, Cheerful, Sociable, Attractive, Agreeable, Tactful, Emotional stability, Intellectual maturity, Sense of humor, Poise, Dignity, Optimism.
  - a. Antagonistic. Pessimistic. Disagreeable. Tactless.
  - b. Seldom agreeable. Generally tactless. Unresponsive.
  - c. Generally agreeable. Usually sociable. Generally optimistic.
  - d. Practically always agreeable, tactful, adaptable.
  - e. Sociable, responsive, tactful, adaptable to new situations.