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c.	INDICATE IF YOU THINK THAT ANY SINGLE STRENGTO OF WEAK	
D.	DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?	NO YES. IF YES, WHY?
Ε.	WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?	
Ĺ		habits or characteristics not covered elsewhere in the on of this person):
F.	OTHER COMMENTS (Indicate here general traits, spectre report but which have a bearing on effective utilization	on of this person):
	SECTI	ON VI
	Read all descriptions before rating. Place "X" in	the most appropriate box under subsections A, B, C, &D C. DIRECTIONS: Based upon what he has said, his actions,
A.	DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate	C. DIRECTIONS: Based upon what he had been opinion of this and any other indications, give your opinion of this person's attitude toward the agency.
	him accordingly.	THE AGENCY
	1. DOES NOT PERFORM DUTIES ADEQUATELY, HE IS INCOMPETENT.	
E	2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE	OPPORTUNITY. 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY IRKED BY RESTRICTIONSREGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING
	OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA-	BETTER.
	4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE AGENCY BOTHERED BY MINOR TROSTRUCT
	EFFECTIVE MANNER.	4. HIS ATTITUDE TOWARD THE AGENCY IS INDITIONAL
	RESPONSIBILITIES EXCEPTIONALLY WELL	SOMEONE OFFERED HIM SOMETHING BETTER
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		TUNITY, WILL PROBABLY ENDERTON
		7. HAS AN ENTHUSIASTIC ATTITUDE FORMER
		PLACE BUT IN THE AGENCY.
	B. DIRECTIONS: Considering others of this person's grade	<ol> <li>DIRECTIONS: Consider everything you know about this person im making your rating. skill in job duties,</li> </ol>
	and type of assignment, how would you rate him on potentiality for assumption of greater responsibili-	person im making your failing, characteristics or conduct on the job, personal characteristics or habits, and special defects or talents.
	ties normally indicated by promotion.	1. DEFINITELY UNSUITABLE . HE SHOULD BE SEPARATED
	1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED. 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN	WOULD NOT HAVE AC-
	PRESENT GRADE BEFORE PROMOTION TO A HIGHER	2. OF DOUBTFOL SUTTABLE SUTTABLE STATES OF DOUBTFOL SUTTABLE SUTTABLE SUFFICIENTIELY BELOW CEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. 3. A BARELY ACCEPTABLE EMPLOYEEDEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY
	3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN	OUTSTANDING TO WARRANT HIS SEPARATION.
	SOME AREAS.	BILITY AS MOST OF THE PEOPLE I KNOW IN THE
	RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE. 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE	AGENCY. 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS. STRENGTHS.
	HIGHER GRADE. 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCE-	6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY. 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK
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A. ABLE TO SEE ANOTHER'S D POINT OF VIEW.							
B. PRACTICAL.							
1. A GOOD REPORTER OF EVENTS.					<u>_</u>		
2. CAN MADE DECISIONS ON HIS OWN WHEN NEED ARISES.							
3. CAUTIOUS IN ACTION.							
4. HAS INITIATIVE.				-	· · · · · · · · · · · · · · · · · · ·		
5. UNEMOTIONAL.							
6. ANALYTIC IN HIS THINKING.							
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					 		
B. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.	-	-					
9. HAS SENSE OF HUMOR.						· · · · · · · · · · · · · · · · · · ·	
10. KNOWS WHEN TO SEEK ASSISTANCE.							
11. CÀLM.							<u> </u>
12. CAN GET ALONG WITH PEOPLE.	_						
13. MEMORY FOR FACTS.							
14. GETS THINGS DONE.							
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							<u> </u>
16. CAN COPE WITH EMERGENCIES.							
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.	· ·						
18. HAS STAMINA: CAN KEEP GOING A LONG TIME.							
19. HAS WIDE RANGE OF INFORMATION							
20. SHOWS ORIGINALITY.							
21. ACCEPTS RESPONSIBILITIES.							
22. ADMITS HIS ERRORS.							
23. RESPONDS WELL TO SUPERVISION.							
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25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							

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