

Applicant's Name: _____



How would you rate (applicant named above) on the following: Excellent Good Fair Poor

- Positive attitude (demonstrates willingness to help staff members who have questions)
- Communication skills (takes ownership in both speaking to others and listening to obtain information)
- Adaptive (maintains effectiveness throughout changing priorities, schedules and/or tasks)
- Problem-solving skills (ability to develop alternative solutions and handle a wide variety of customer issues)
- Detail-oriented (monitors details and quality of work)
- Time management (organizes and prioritizes projects/tasks effectively)
- Numerical skills
- Accountability (accepts responsibilities in actions and duties)

Any outstanding qualities observed by respondent: _____

Any comment you would like to make other than those already discussed or is there anything you would like to add? _____

Completed by: _____ Date: _____