1.	LEARNING CAPACITY:	
	Shows excellent improvement with continued experience Makes moderate improvement with practice	
	Makes little use of experience	
2.	COMPREHENSION:	
	Quick to grasp the essentials of a problem Shows fairly prompt recognition of problem Very slow to comprehend	
3.	JUDGMENT:	
	Sizes up situations exceptionally well Shows average "common sense" in general Not practical in handling situations	
4.	SELF-EVALUATION:	
	☐ Shows good insight into his own assets and liabilities ☐ Has moderate capacity for self-appraisal ☐ Does not recognize own shortcomings	
5.	FAIRNESS:	
	☐ Treats charges with high degree of impartiality ☐ Acts fairly in most situations ☐ Inclined to show favoritism	
6.	RESPECT FOR ANOTHER'S PERSONALITY:	
	Has excellent ability to put himself in another's place Fair appreciation of charge's point of view Thoughtless for feelings of others	
7.	TACTFULNESS:	
	Gets along" exceptionally well with charges and co-workers Does not often arouse antagonism "Rubs people the wrong way"	
8.	TRUTHFULNESS:	
	☐ His word can be "accepted at face value"	
	As truthful as most people Inclined to lie in self-defense	
9.	OBJECTIVITY:	
	Reports facts accurately, uncolored by personal feelings Usually presents facts without bias His reports are not factual	
10.	PATIENCE:	ATTEST: A true copy.
	Remains calm and unruffled when "pestered"	
	Not bothered by minor annoyances [Irritated by trifles	Brandon, Vt., June 24, 195
11.	SELF-CONTROL:	Harriett G. Edson,
	Can be trusted to show presence of mind in an emergency "Keeps his head" in ordinary situations Tends to "go off half-cocked"	Darrico
12.	COOPERATION:	
	Exceptionally helpful and responsive to suggestions	
	Cooperative in most activities Does not work well with others	

Form 100 1M 4-55

NEGATIVE TRAITS

- 1. Domineering, aggressive
- 2. Irritable, impatient
- 3. Inconsiderate
- 4. Given to "griping"
- 5. Sarcastic
- 6. Imposes upon others
- 7. Homosexual
- 8. Disloyal to the institution
- 9. Emotionally unstable
- 10. Over-sensitive to criticism
- 11. Does not fellow instructions
- 12. Fond of gossip
- 13. Sympathy-seeking
- 14. Boastful
- 15. Uncertain as to mood
- 16. Self-centered
- 17. Intolerant
- 18. Does not keep promises
- 19. Forgetful
- 20. Careless about details
- 21. In poor health
- 22. Untidy in appearance
- 23. Coarse in manner or language
- 24. Frequent absenteeism

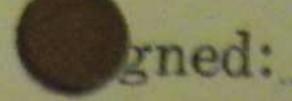
COMMENTS

Personnel Rating Sheet

Name of Institution

Rated by:Date:	THE PARTY OF THE P	Approved: Date:
Supervisor	Dept. Head	Superintendent

I have discussed this personnel rating with my supervisor,



Date: