

Top Employee Personality Traits Form

EMPLOYEE INFORMATION

Name Of Employee (Optional): _____

Your Name: _____

Date: _____

Employee Hire Date: _____

REVIEW GUIDELINES

Complete this review, using the following scale:

- 1 = *Not At All*
- 2 = *Marginal*
- 3 = *Meets Expectations*
- 4 = *Exceeds Expectations*
- 5 = *Exceptional*

EVALUATION

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Marginal	(1) = Not At All
Honesty: Having integrity; and keeping one's promise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courtesy: Being thoughtful of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility: Being accountable for duties; and actually following through with your duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compatibility: Being in harmony with others, and having the ability to work well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty: Showing allegiance to people and/or things; showing devotion to your company, people or things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness: Being receptive and interested in the opinions and ideas of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-control: Controlling your own actions and feelings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence: Motivating or encouraging others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Starting thoughts and/or actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability: Making changes when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

necessary.

Industriousness: Being constantly active; getting your work done.

Carefulness: Giving watchful attention to people and/or things; making sure that you do things properly

Self-Reliance: Having trust in one's self; doing things yourself and feeling confident about them.

Compassion: Having sympathy and feelings for people with problems

Dedication: Being seriously devoted to causes and/or goals.

Competitiveness: Striving to win.

Patience: Being able to wait; taking your time to do things.

Perfectionism: Trying to achieve the highest possible degree of excellence.

Courage: Meeting danger or difficulties in spite of fear.

Drive: Having the energy to get things done

Additional Comments: