

FIGURE 3.12: RATING THE APPLICANT

APPEARANCE	PERSONALITY	ATTITUDE	INITIATIVE
90	90	90	90
Outstanding. Immaculate attire and grooming. Exemplifies top Appearance/Grooming standards.	Extremely pleasing. Charming person. Vivacious and cordial. Speaks clearly and with confidence. Ideas well thought out.	Highly confident. Flexible. Team-worker. Highly motivated to work. Asks many questions.	Assertive, sure of self. contributes willingly.
89	89	89	89
Makes very favorable impression. Well groomed. Polished.	Pleasing. Sure of self. Reflects confidence. Speaks clearly.	Sure of self. Reflects confidence. Shows strong interest in position. Asks questions. Good work ethics.	Assertive, contributes willingly.
88	88	88	88
Functional attire. Neatly groomed. An average person. Makes good impression.	Likable. Probably a follower rather than a leader. Speaks well. Expresses self adequately.	Holds self well. Seems confident. Indicates sincere desire to work.	Seems assertive.
87	87	87	87
Careless attire. Poor grooming/hygiene. Appearance detracts from placeability.	Slightly objectionable. Often appears uncertain. Poor posture. Poor speaker. Hazy ideas.	Placeable but needs much guidance. Doubtful interest in a job. Uncooperative.	Needs prompting.
86	86	86	86
Indifferent to Appearance/Grooming Sloppy, unkept appearance would interfere with ability to place on job.	Unpleasant, probably uncommunicative, poor vocabulary.	Borderline. Indifferent, apathetic, disinterested.	Indecisive, unsure of self.