

**Evaluation Form**

Agent	Christian Ralph Ilagan
Campaign	CHR
Assessment Period	February 9 to 22, 2023
Purpose of Evaluation	Training Assessment

HPS	%
4	100

Category	Description	Weight	Actual Grade	%	Comments
Cognitive Skills	Shows knowledge, mastery, technicality, and comprehension of the campaign.	20	3	75%	Shows a great initiative in doing the task being requested during the shift.
Communication skills	Includes establishing rapport, active listening, fluency, vocabulary, and grammar. Articulate, Energy, and Clarity. Avoids vernacular language. Thoroughness and Accuracy.	20	3.5	88%	He was able to understand the concern of the casuals calling and relay the messages they need to know.
Productivity	Sales output per campaign/Finishes the task in the given time.	20	4	100%	Accomplished tasks assigned on time. An open-minded and flexible employee who easily picks up techniques.
Attitude	Towards co-workers, customers, and the work itself	20	4	100%	Works well with fellow employees and other team members.
Punctuality	Attendance record	20	4	100%	He is reliable and does not have any attendance issues.
				93%	Proficient

Final Recommendation

<input checked="" type="checkbox"/> Probationary	Other Remarks/Recommended Action Items: With your approval, I recommend Christian to be on probationary status
<input type="checkbox"/> Extended Training Period (specify details)	
<input type="checkbox"/> Extended Probationary Period (s.d)	
<input type="checkbox"/> Regularization	
<input type="checkbox"/> Appraisal	
<input type="checkbox"/> Retention	
<input type="checkbox"/> Termination	

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Human Resources Officer**Approved by:****Francis Antoni C. Cacha**
Managing Director