

**Evaluation Form**

Agent	John Mark Castro
Campaign	CHR
Assessment Period	March 8, 2023 - September 8, 2023
Purpose of Evaluation	Regularization

HPS	%
4	100

Category	Description	Weight	Actual Grade	%	Comments
Cognitive Skills	Shows knowledge, mastery, technicality, and comprehension of the campaign.	20	3.8	95%	He has the knowledge about the campaign. He knows how to handle the campaign and how it works. He do his job very well and make sure to finish the task.
Communication skills	Includes establishing rapport, active listening, fluency, vocabulary, and grammar. Articulate, Energy, and Clarity. Avoids vernacular language. Thoroughness and Accuracy.	20	3.8	95%	He communicate effectively with the candidates when it come to screening and also with the casuals he speaks with. He make sure to clarify things and swetails he needs. He knows how to manage on having a great conversation.
Productivity	Sales output per campaign/Finishes the task in the given time.	20	4	100%	He always meet his quota for the campaign. He make sure that he finishes every task given to him.
Attitude	Towards co-workers, customers, and the work itself	20	4	100%	He communicate well with his co-workers and also the customer. He is responsible when it comes to his job/task.
Punctuality	Attendance record	20	3	75%	Since he starts at CHR he has few lates and 1
				93%	Proficient

Final Recommendation

Probationary	Other Remarks/Recommended Action Items: With your approval, I recommend for John Mark Castro a regularization status.
Extended Training Period (specify details)	
Extended Probationary Period (s.d)	
/	
Regularization	
Appraisal	
Retention	
Termination	

Prepared by:

Verified by:

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Approved by:

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