

Evaluation Form

Agent	Cathreen Jimenez
Campaign	Energy Makeovers
Assessment Period	Jan 01 - July 1
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	75%	Can manage to absorb all the information need in a certain amount of time
Communication skills	Includes establishing rapport, active listening, fluency, vocabulary, and grammar. Articulate, Energy, and Clarity. Avoids vernacular language. Thoroughness and Accuracy.	20	3	75%	Mange to provide the information needed by the customer verabally. Has clarity and active listening
Productivity	Sales output per campaign/Finishes the task in the given time.	20	4	100%	Can manage to accomplish the given task
Attitude	Towards co-workers, customers, and the work itself	20	4	100%	Shows professionalism
Punctuality	Attendace record	20	4	100%	Manage to maintain her attendace and arrives on time
				90%	Proficient

Final Recommendation

<input type="checkbox"/>	Probationary
<input type="checkbox"/>	Extended Training Period (specify details)
<input type="checkbox"/>	Extended Probationary Period (s.d)
<input checked="" type="checkbox"/>	Regularization
<input type="checkbox"/>	Appraisal
<input type="checkbox"/>	Retention
<input type="checkbox"/>	Termination

Other Remarks/Recommended Action Items:

With your approval, I recommend for Cathreen Jimenez a regularization position effective July 1, 2023

Prepared by:

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Team Leader

Verified by:

KRISTINE C. TEJIDA
Human Resources Officer

Approved by:

Francis Antoni C. Cacha
Managing Director

Approved by Sir Francis
thru Email