

**TAMARAW  
TECHNOHUB****Evaluation Form**

Agent	Melanie Basaka
Campaign	Green Energy
Assessment Period	Employment Period
Purpose of Evaluation	Appraisal

HPS	%
4	100

Category	Description	Weight	Actual Grade	%	Comments
Cognitive Skills	Shows knowledge, mastery, technicality, and comprehension of the campaign.	20	3	75%	Ate Mela, due to her age, is a touch delayed in coping with some of the processes and technology. She can still learn, but she will need to put in some effort in coaching and training.
Communication skills	Includes establishing rapport, active listening, fluency, vocabulary, and grammar. Articulate, Energy, and Clarity. Avoids vernacular language. Thoroughness and Accuracy.	20	4	100%	Ate Mela has a good quality speech, and she can communicate fluently and express the script's content correctly. If you're new to the office, you might mistake Ate Mela for a tenured agent with years of outsourcing expertise just by listening to how she handles her calls...
Productivity	Sales output per campaign/Finishes the task in the given time.	20	4	100%	Ate Mela is currently a member of Team Green Energy, and she was one of the team's strongest performers even when she was on the cold-calling team.
Attitude	Towards co-workers, customers, and the work itself	20	4	100%	Ate Mela is a kind and positive person. Despite her age, she is very approachable and easy to get along. I'm not seeing any negative attitude towards her coworkers and her work.
Punctuality	Attendance record	20	3.5	88%	Though Mela had a few absences, it was only because she got sick and she immediately reports to work after she recovers.
				93%	Proficient

**Final Recommendation**

<input type="checkbox"/> Probationary	Other Remarks/Recommended Action Items: I request that Mela begin earning his daily campaign allowance of 50 pesos Starting this June. <i>July</i>
<input type="checkbox"/> Extended Training Period (specify details)	
<input type="checkbox"/> Extended Probationary Period (s.d)	
<input type="checkbox"/> Regularization	
<input checked="" type="checkbox"/> Appraisal	
<input type="checkbox"/> Retention	
<input type="checkbox"/> Termination	

Prepared by: <i>[Signature]</i> Wendell Lozano Team Leader	Verified by: <i>[Signature]</i> Kristine Tejida Human Resources Officer
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**Approved by:**Francis Antoni C. Cacha  
Managing Director