


TAMARAW
 TECHNOLOGY

Evaluation Form

Agent	Francis Calayag
Campaign	Clean Energy
Assessment Period	Sept 12 - March 12
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	4	100%	During his six-month probationary period, Francis shows exceptional knowledge and skills. He was effective as an email support representative for SUUT as well as an outbound cold caller for Clean Energy.
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%	Though Francis has a limited vocabulary in English, he can still communicate well and sometimes build rapport with the customers, which is why he is one of the exceptional outbound sales cold callers that we have right now. His energy, accuracy, and enthusiasm on his calls are enough for him to excel in this field.
Productivity	Sales output per campaign/Finishes the task in the given time.	20	4	100%	When Francis was assigned to provide email support, he never failed to complete the daily email quota. He also shown exceptional abilities in scheduling meetings and producing leads for our clients while he was a member of my cold call team. Francis is currently working as a cold caller for clean energy, and he does a great job of setting up appointments and collecting emails for the client.
Attitude	Towards co-workers, customers, and the work itself	20	4	100%	Francis is a highly upbeat individual who consistently demonstrates a terrific attitude toward his fellow employees and the task itself. Francis is unquestionably one of the most trustworthy employees, in my opinion.
Punctuality	Attendance record	20	3.8	95%	Francis made a few late arrivals during his first six months of employment, but he managed to keep them to a minimum and made a conscious effort to show up for work whenever possible.
				97%	Advanced

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 checked="" type="checkbox"/> Appraisal <input type="checkbox"/> Retention <input type="checkbox"/> Termination	Other Remarks/Recommended Action Items: I strongly recommend that his regularization be allowed and, if possible, that his campaign allowance be increased by an additional 50 pesos.

Prepared by:	Verified by:
Wendell Lozano Team Leader	Kristine Tejida Human Resources Officer

Approved by:
 Francis Antoni C. Cacha Managing Director