

CREIGHTON UNIVERSITY PHONATHON CALLER BI-WEEKLY EVALUATION FORM

Caller Name: _____ Supervisor Name: _____ Date _____

JOB PERFORMANCE:

On the following evaluation factors, rate the caller's performance on a scale of one to five (1=unsatisfactory performance, 5=exemplary performance).

Comments

Attendance	1	2	3	4	5
Attitude/Respect	1	2	3	4	5
Follows policies and procedures	1	2	3	4	5
Completes call accurately (Script)	1	2	3	4	5
Motivation	1	2	3	4	5
Improvement	1	2	3	4	5
Statistical Success	1	2	3	4	5

CALLER STATISTICS:

Since last evaluation

Tardies/No Shows _____ Dollars raised \$ _____ Pledge % _____ Avg Gift _____

Overall Totals

Tardies/No Shows _____ Dollars raised \$ _____ Pledge % _____ Avg Gift _____

CALL MONITORING:

1. What are the caller's strengths? _____

2. What are the caller's weaknesses? _____

3. Recommended areas for improvement? _____

4. Actions taken to aid improvement? _____

5. Additional comments? _____

****Attach Call Monitoring Forms and Caller Statistics ****

Caller Comments: _____

Caller Signature: _____

Supervisor Initials _____