

# CALL EVALUATION

Office Expert: \_\_\_\_\_  
Observed By: \_\_\_\_\_  
Call Date: \_\_\_\_\_  
Call Description: \_\_\_\_\_

## Scoring Key

- 1 Probationary/Red Flag
- 2 Needs Work/Novice
- 3 Unremarkable/Trained
- 4 Exemplary/Skilled
- 5 Mastery

A. Verbal Communication	Comments	Score
Greeting	_____	0
Call customer by name	_____	0
Make personal connection	_____	0
Ask clarifying questions	_____	0
Restate concerns	_____	0
Provide accurate pest info	_____	0
Provide accurate expectations	_____	0
Smooth holds/transfers	_____	0
Recap call	_____	0
Remind of warranty services	_____	0
Thank you	_____	0
Average score for verbal communication		0

B. Nonverbal Communication	Comments	Score
Smile	_____	0
Speed	_____	0
Pitch	_____	0
Tone	_____	0
- Sincere/Genuine	_____	0
- Confident	_____	0
- Empathetic	_____	0
Average score for paraverbal communication		0

C. Account Management	Comments	Score
Notes entered properly	_____	0
PestRoutes info correct	_____	0
- Scheduling	_____	0
- Appointments	_____	0
- Billing	_____	0
- Tasks	_____	0
Average score for account management communication		0

D. Moxie's 4 Impressions	Comments	Score
1. This is a pleasant person who likes their job.	_____	0
2. This is a competent expert.	_____	0
3. This expert is committed to solving my problems.	_____	0
4. I made a genuine connection with this person.	_____	0
Average score for Moxie's 4 Impressions.		0

Total Average Score 0

## Additional Feedback

Office Expert Signature & Date \_\_\_\_\_ Supervisor Signature & Date \_\_\_\_\_