

# 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

<b>A. Verbal Communication</b>	<b>Comments</b>	<b>Score</b>
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
<b>Average score for verbal communication</b>		<b>0</b>

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

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

<b>D. Moxie's 4 Impressions</b>	<b>Comments</b>	<b>Score</b>
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
<b>Average score for Moxie's 4 Impressions.</b>		<b>0</b>

**Total Average Score** 0

## Additional Feedback