

Form: Example Application

Do you know ...

Our **Skills Evaluation form** are used to conveniently conduct office observations as well as ride-along's:

- Managers can document employee skills and competence in real-time – whether in the office, the field, and/or with customers.
- Employee ratings can assess communication skills, technical competence, compliance adherence, etc.
- Findings can identify employee strengths and weaknesses – along with training needs.

The digital forms help managers **record job performance** and **highlight opportunities** to coach employees.

The screenshot shows a mobile application interface for a 'Skills Evaluation Form'. At the top, there is a navigation bar with a back arrow, the text 'Module Skills Evaluation Form', and a hamburger menu icon. Below the navigation bar, the title 'People Skills: First Contact' is displayed. A legend indicates the rating scale: 1=strongly disagree, 2=disagree, 3=not sure, 4=agree, and 5=strongly agree. The form contains four evaluation items, each with a corresponding rating input field:

- 1. Presented Self in a friendly demeanor. (Rating: 5)
- 2. Used observation skills to establish common ground. (Rating: 4)
- 3. Used P.O.P. Professional Statement, Opportunity Points, Personal Commitment (Rating: 4)
- 4. Represented the companies standards. IE: Appearance, Attitude, Approach (Rating: 5)