

INTERVIEW ASSESSMENT FORM

DATE TODAY: 06/26/2024

| | |
|---|----------------------------|
| Do you have any travel plans? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, where? |
| Expected date of travel: | Purpose: |
| Do you have a pending case? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, what kind of case: |

| | | | |
|----------------------------|-------------------|----------------|---------|
| Applicant's Complete Name: | Kathleen Enriquez | Nickname: | Kath |
| Position Applied | CSR-Voice | Marital Status | Married |
| No. of Kids: | 1 | Age | 37 |

Source of Application:

| | | | | | |
|----------------------------------|-----------------------------------|------------------------------------|--|---|----------------------------------|
| <input type="checkbox"/> WALK-IN | <input type="checkbox"/> FACEBOOK | <input type="checkbox"/> JOBSTREET | <input checked="" type="checkbox"/> MYNIMO | <input type="checkbox"/> REFERRAL pls. specify the name: | <input type="checkbox"/> OTHERS: |
|----------------------------------|-----------------------------------|------------------------------------|--|---|----------------------------------|

Please use this form as a guide to assess or evaluate the applicant's qualifications for employment.

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|-------------|-----|-----------|----------|------------|--|-----------------|-----|--------------|------|
| Typing Test | WPM | <u>42</u> | Accuracy | <u>100</u> | <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail | Expected Salary | 21k | Availability | ASAP |
|-------------|-----|-----------|----------|------------|--|-----------------|-----|--------------|------|

A. IS THE APPLICANT PREPARED FOR THE INTERVIEW? PRESENTABLE YES NO AVERAGE

B. COMMUNICATION SKILLS EXCELLENT SATISFACTORY NEEDS IMPROVEMENT

COMPREHENSION SKILLS EXCELLENT SATISFACTORY NEEDS IMPROVEMENT

C. WORK EXPERIENCE (Latest 3)

| EMPLOYER | EMPLOYMENT DATE | ACCOUNT/ POSITION | ALL-IN SALARY | REASON FOR LEAVING |
|------------------|---------------------------------|-------------------|--|--|
| Amazon (BPO) | May 2023-Aug 2023 (3 months) | Retail | 26k | seasonal account |
| EXL (BPO) | Jul 2022-Mar 2023 (8 months) | Life Insurance | 22k-23k all-in; 24k-25k with incentives | needed to go home > death of her brother |
| Concentrix (BPO) | May 2020-Feb 2021 (9 months) | Microsoft | 22k-23k | pandemic > WFH, unstable internet connection |

HR Interview

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|--------------|------|-------------------|---------------|
| Interviewer: | Nina | Date Interviewed: | June 25, 2024 |
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Remarks:

ok tone, can express ok, ok grammar and pronunciation

- has 1 kid > 12 y.o; currently in residing in Mandaue with husband
- was a public school teacher in Bohol for 4 years > decided to quit bc she realized it's not for her; came here in Cebu and left her son in Bohol with her parents
- during the moments when she's unemployed, she was assisting her husband with his freelance job as a tattoo artist
- why look for a job now > realized that their income isn't enough since her son is an upcoming HS student and she'll be enrolling him into a private school; before, her parents were supporting her son's academic needs and was studying in a public school
- why bpo > she started to discover more of herself, more personal and career growth, chance to interact with people from different backgrounds, fast-paced environment
- why iploy > heard good things - good work environment, compensation
- long term plan > level up with career, financial stability, higher position, stay as long as the company wants her
- what can we expect from her > make sure to perform every tasks given to her, stay and grow with the company
- no attendance issues; has ventricular arrhythmia - been more than a year since she last suffered from this condition, has maintenance medication; can provide fit to work if ever
- WOS; fully vaxxed > Pfizer
- willing to undergo PEME once hired
- open to graveyard shift and any changes in work schedule (regardless of the time)

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| Result | <input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed |
|---------------|--|

OM/OD Interview

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|--------------|------|-------------------|---------------|
| Interviewer: | Iris | Date Interviewed: | June 26, 2024 |
|--------------|------|-------------------|---------------|

Remarks:

Comms: 5.3/10

BPO exp: 1 year and 9 months (Microsoft, Life Insurance, Retail)

- Learned about the company through Google search and a former colleague.
- Got interested because of the positive feedback and good compensation package.
- August 2023 - present: assisted her partner with a freelance job as a tattoo artist.
- Her son just graduated from elementary school and will start high school this coming July 2024.
- Claimed that she is committed to her job and assures no absences or tardiness since her family will rely on her financially, and her parents can no longer support her kids.
- Mother: teacher; Father: part-time music teacher; she has 3 siblings and she is the eldest. The 2nd child is a teacher, the 3rd is deceased, and the 4th is working with a sibling.
- Her child is in Bohol with her parents.
- She has COEs for all three BPO companies she worked with.
- She is the type of person who will always do her best and is open to learning.
- Expected Salary 20k all in
- ASAP

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|--|--|---|--------------------------|---------------|
| Result | <input checked="" type="checkbox"/> | Passed | <input type="checkbox"/> | Failed |
| <input type="checkbox"/> Keep in Pool (Ben) | <input type="checkbox"/> Keep-in-pool (Initial interview and OM/DM interview) | <input type="checkbox"/> No Show | | |