

INTERVIEW ASSESSMENT FORM

DATE TODAY: 07/02/2024

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: Elsa Filipinas	Nickname: Elsa
Position Applied: CSR-Voice	Marital Status: Married
No. of Kids: 2	Age: 38

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

Typing Test	WPM	35	Accuracy	99	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	20k	Availability	ASAP
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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
Extendops (BPO)	Oct 2023-Mar 2024 (5 months)	Retail	20k-22k	seasonal account
Intouch CX (BPO)	Mar 2021-Dec 2022 (1 year & 9 months)	Travel	20.5k	miscarriage > advised to rest
Teletech (BPO)	Sep 2020-Mar 2021 (6 months)	Geek Squad	18.5k	pandemic > looked for WFH set up

HR Interview

Interviewer: Nina	Date Interviewed: July 2, 2024
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Remarks:
 ok tone, minor fillers, ok diction, can express ok, minor pronunciation mistakes, ok grammar

- college grad (2006); has 2 kids > 10 y.o & 7 y.o; has 2 siblings, middle child; currently residing in Guadalupe with own family
- husband > messenger; mom > passed away; dad > has another family; siblings > focused on their own families as well
- after miscarriage > went to husband's province in Oslob to rest and recuperate; no plans to get pregnant again bc she's currently using birth control (IUD)
- after Mar 2024 > built a small livestock business but was not successful so she decided to stop it instead
- why bpo > helped her a lot, good salary, developed her self-confidence, more knowledge and growth
- why iploy > did some research - work-life balance, good environment, less stressful account
- long term plan > stay for a long time, aim for higher position
- what can we expect from her > punctuality, attendance, cooperation, 100% focus
- no attendance issues; no medical conditions
- WOS; fully vaxxed > Astrazeneca
- willing to undergo PEME once hired
- open to graveyard shift and any changes in work schedule (regardless of the time)

Result	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed
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OM/OD Interview

Interviewer: Ramz	Date Interviewed: 07.02.2024
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- Com skills: 5.5/10
- She is very particular with attendance; self-reliant
- Loves to play badminton and volleyball
- College grad – BSC – Management
- Family has history of hypertension that is why she is watching her weight and the food that she eats
- She can be a good addition to our company due to her knowledge and skills and her level of professionalism at work.

Result	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
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<input type="checkbox"/> Keep in Pool (Ben)	<input type="checkbox"/> Keep-in-pool (Initial interview and OM/DM interview)	<input type="checkbox"/> No Show
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iPloy, OPC
9th Floor ACC Tower
Bohol Avenue Cebu Business Park,
Cebu City 6000

