

## INTERVIEW ASSESSMENT FORM

DATE TODAY: 7/4/2024

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:	Harley Angel Topcu	Nickname:	Harley
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	23

**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	47	Accuracy	99	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	21K	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	ALL-IN SALARY	REASON FOR LEAVING
Do your own Marketing Company (BPO)	October 2021-August 2023 (1 year and 10 months)	Appointment Setter and Sales Representative	18KALLIN	the company stopped working > bankruptcy

**HR Interview**

Interviewer:	Gel	Date Interviewed:	7/4/2024
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Remarks:  
 >Good tone of voice and few fillers but can express well  
  
 > Senior high graduate with no plans to pursue her studies anymore since she prefers working and to be financial stable; 2nd eldest in the family; Father - deceased; M>working abroad; Residing in Minglanilla w/ grandparents; BPO > due to opportunities; Stated that she does not have any attendance issues; iPloy > mynimo and read good reviews about the company; WOS ok; ok with SS(regardless of the time ) ; Can start ASAP

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

Interviewer:	Doc	Date Interviewed:	07/05/24
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Remarks: 22 months BPO experience (book publishing campaign); Comm skills 5.5/10 minor grammar and pronunciation errors, good comprehension; Did not incur any absences or lates even if the office was at least an hour away; She said she has no plans of studying in college; Voice roles

<b>Result</b>	<input checked="" 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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