

INTERVIEW ASSESSMENT FORM

DATE TODAY: **June 11, 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: Honey Joyce Bermejo	Nickname: Honey
Position Applied: CSR-V	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	<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	38	Accuracy	98	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	<i>20-25k and is okay with our offer</i>	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
Saint Louis College (NON-BPO)	June 2023- June 2024 1 yr	Faculty Member	18k	She doesn't like teaching.
Cognizant (BPO)	June 2021- June 2023 2 yrs	Retail	20-21k	Tried to pursue a career in the academe since her parents insisted.
McDonald's (NON-BPO)	April 2019-September 2020 1 yr and 6 months	Part-Time Service Crew	5k	Floating status since the branch got closed temporarily.

HR Interview

Interviewer: Hanna	Date Interviewed: July 11, 2024
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Remarks:

- Willing to work on-site and does not have any problem working in a graveyard shift. Willing to undergo PEME.
- Honey is living in Lahug. Her mother is a housewife while her dad is a foreman. She only has one younger sibling.
- She graduated from Cebu Normal University with a degree in Secondary Education. Major in Mathematics. Shared that originally wanted to become a marine engineer but her parents are not supportive of that given that they believe that kind of job is only for boys. She tried to apply for engineering at CTU however her parents insisted that she will take education at CNU and she will be given a free will to decide what major. She tried to be an educator but she has no passion for it and even though her mother is insisting that she should take the LET she is only making excuses not to take it. Honey is aware of what she wants and her decision on not to take the LET is sure.
- Mentioned that she went back to BPO because she loved being in the customer service industry for 3 years and a half and she loved the job.
- Will take our offer since the location is just near her home and she can start as soon as possible. Mentioned that she has no attendance issues and will strive to stay longer here in iPloy.

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

Interviewer:	Date Interviewed:
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Iris 7/11/2024

Comms: 5.3/10
 BPO exp: 2 years

- Learned about the hiring on Mynimo.
- Open to any HR Admin role.
- Initially wanted to pursue Marine Engineering, but her parents are against it, considering it risky for women.
- Her parents chose a course for her, but she sought a school offering Mathematics. She later realized it wasn't the subject but the teaching career that wasn't for her.
- Believes that HR involves handling recruitment, conflicts, documentation, and 201 files.
- Although teaching involves a lot of paperwork, she feels capable of handling HR role due to her organizational skills, adaptable, flexible, trainable and open to learn.
- Lives in Lahug, enjoys listening to music, and used to love cosplaying.
- Motivated to work because she has many rescued cats (17 in total) at home, which her parents help take care of.

- Doesn't want to stay at home doing nothing; wants to work to help her parents financially and support her sibling's education.
- Parents are supportive and are okay with her participating in overnight work activities.
- Sometimes seeks her parents' opinions, but they are supportive of all her endeavors.
- Looking for a monthly salary of 18k-25k.
- Can start immediately.

Ramz (7/11/2024)

- Com skills: 5/10
- Loves to talk; when pressured, she sings; extrovert;
- Graduate in BSED major in Math (2023) – not her 1st choice; wanted to take engineering as she loves math
- Where she heard about the company/opening:
- Mother-managing their sari-sari store; father-works in the construction company
- Last time she was stressed out and how did you deal with it: her encounter with a student who wanted to commit suicide and she doesn't know how to handle it.
- After teaching for a year, she realized that this career is not for her.
- She wanted to widen her horizon, engage with diverse personality;
- Was reprofiled to an HR role during the final interview. Even though she doesn't have any idea what the role entails, she agreed to be reprofiled. Right now, she doesn't really know what to do with her life so she is okay with whatever is offered and is willing to be trained. She believes that her flexibility will do the works.
- When asked what she thinks is her disadvantage to the role (HR): she said she has no idea what to plan in the next 60 days but will rely on the training provided.
- Greatest accomplishment: Communication skills and her new learning in programming
- Does not like to stay in one place. Always want to try out new things to discover more about herself and what she can do with her life. (This is the effect of not taking the course she likes. She is trying to discover what profession best fit her and right now, she is still in the process of discovering it.)
- Was absent once due to sickness (it was during intramurals); no instances being late.
- Though she is interested with the HR role, but I can sense that this is something that she would choose as a career. Her salary expectation is also higher than what we can offer despite that fact that she does not have the experience in HR yet. She is firm that her all in salary should be between 18k-25k. Not below it. Might not stay long if force to offer a lower salary.
- Not recommended for HR but she is ok to be an agent.

Result	<input 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