

## INTERVIEW ASSESSMENT FORM

DATE TODAY: 27/09/2024

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

Applicant's Complete Name:	Aloja Jane Nuñez	Nickname:	Aloja
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	19

**Source of Application:**

<input type="checkbox"/> WALK-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input type="checkbox"/> MYNIMO	<input checked="" type="checkbox"/> REFERRAL pls. specify the name: 4568 Dhelna Patonongon Manigos	<input type="checkbox"/> OTHERS: Text here
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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	98	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B: 15k P: 17-20k	Availability	ASAP/ Monday
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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
n/a	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

**HR Interview**

Interviewer:	Hanna	Date Interviewed:	27/09/2024
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**Remarks:**

- Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.
- She is one of ten siblings and is from Mabini, Bohol.
- Currently residing with her sister and sister's family in Mandaue for the past month.
- Her mom is a housewife, and her dad is a farmer and barangay official.
- Four of her siblings are married; one is in college, and two are still job hunting.
- Completed senior high school in 2023 but was unable to pursue further education.
- Dreamed of becoming a CPA but cannot afford university due to the family's financial situation.
- Since childhood, she has aspired to have a job that involves interacting with people, which is why she wants her family to have a store to engage with customers.
- Her older sister, who works in the BPO industry, motivates her to pursue a career in this field.
- Saw the job posting through a sponsored ad on Facebook and was referred by Dhelna Patonogon Manigos.
- Claims she has no existing medical issues that would affect her employment.

**Result**  **Passed**  **Failed**

**OM/OD Interview**

Interviewer:	Ramelyn	Date Interviewed:	27/09/2024
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**Remarks:**

- com skills: 5/10
- Personality: positive person; genuin and honest; weaknesses: worrier; strength: motivated
- an athlete (running); plays softball; loves to watch KDrama
- awarded as one of the journalist of the year;
- has 9 siblings and she is the youngest;
- had an encoding job before in the cooperative for a few months,
- graduated SHS and could not go to college as her parents could not afford to send her to school. Her dream is to become a CPA but if it will not be the course then she would not go to college,
- she wanted to work in the BPO company as she loves to interact with people and help them with their problems
- can start asap.

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