

INTERVIEW ASSESSMENT FORM

DATE TODAY: 04/10/2024

Do you have any travel plans? No	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:	Erica Meil Lantaka	Nickname:	Erica
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	20 yrs old

Source of Application:

<input type="checkbox"/> WALK-IN	<input checked="" type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input type="checkbox"/> MYNIMO	<input type="checkbox"/> REFERRAL pls. specify the name:Text here.	<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	37	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B: 15-16k P:17-20k	Availability	Oct. 7, 2024
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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
Concentrix (BPO)	Oct. 17, 2022- July 16, 2024; 1 yr and 8 months	Healthcare	B: 16k P:20k	Widen her horizon.
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:	03/10/2024
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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 currently living in Apas with her family and is the second of seven siblings. Her father works as an electrical maintenance technician, while her mother is a homemaker.
- She is a Senior High School graduate with no plans to pursue college, as she wants to prioritize her siblings.
- She quit her job to explore other opportunities however while resting she had a miscarriage.
- GAP: She lost her child last July due to a miscarriage at three months. She is taking her time to rest and cope with the loss of her child. She has undergone all necessary laboratory tests to ensure that she is physically okay to work and mentioned that she can no longer bear a child.
- Side Hustles: She works as a maintenance electrician and has experience working with her father prior to her job at Concentrix.
- iPloy: She found the job through Facebook and has a friend who works there, though she was not referred.

Result **Passed** **Failed**

OM/OD Interview

Interviewer:	Iris	Date Interviewed:	04/10/2024
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Remarks:

- passed voice
 Comms: 5.2/10 nervous during interview
 Bpo Exp: 1 year and 8 months (healthcare)
- Learned about the hiring from her friends.
 - Got interested because of the good work environment and the healthcare account.
 - Her previous role involved addressing queries and concerns regarding the denial of claims.
 - Stayed almost two years at Concentrix due to the positive environment but felt she was no longer growing, prompting her to look for a new company.
 - She is the second child; the eldest is unemployed, and the 3rd to 7th siblings are still studying.
 - Currently living with her parents in Brgy. Apas.

- Unemployed for 3 months: took time to unwind after experiencing a miscarriage. She is now fully recovered but cannot have children for the next 4 years.
- Before seeking work, she ensured she was mentally stable and ready to return to work.
- Assures she will make full use of her experience. She is hardworking and a fast learner.
- She maintains professionalism at work and won't bring personal problems to the workplace. She knows attendance is crucial at iPloy and assures she will give her best.
- Owns a motorcycle.
- Expected salary: 17-20K; base pay 15-16K.
- Available to start on Monday.

Result	<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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