

INTERVIEW ASSESSMENT FORM

DATE TODAY: 01/10/2024

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:	Al Jean Joy Orquia	Nickname:	"Jean"
Position Applied	CSR-Voice Role	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: Honey May Bastida 4597	<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	38	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	20-21k	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
N/A		Text here.		Text here.
		Text here.		Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

HR Interview

Interviewer:	Bless	Date Interviewed:	01/10/2024
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Remarks:

- Can converse in English with few grammatical errors, but manageable and was able to express herself.
- BPO: no bpo experience and no formal job, but she is very eager to work in the bpo industry since it offers lots of opportunities and pays a higher salary.
- SHS Graduate (2022) has no plans to pursue in college due to financial matter. After she graduated in shs, she decided to have tutor with their neighbor and earning 2k.
- Residing in Minglanilla-okay with our location once she gets hired here. Middle child out of 3 siblings, mother: housewife, father: has his own family and currently in Negros Occidental.
- Claim no attendance issues. Heard about our hiring through her friend Honey May Bastida with great feedback and she sees herself working here for a long term.
- Okay with graveyard shift and shifting schedule, okay with PEME once she gets hired.
- Amenable to WOS and can start ASAP.

Result Passed Failed

OM/OD Interview

Interviewer:	Iris	Date Interviewed:	02/10/2024
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Remarks:

- Comms: 5.2/10
 NO BPO experience
- Referred by a classmate, interested in BPO due to its customer service focus.
 - Graduated from SHS in 2022, Negros Occidental. No plans to continue due to financial issues.
 - Has experience as a maid and tutor for two years.
 - Seeks employment for financial support, especially for her sister's preschool education.
 - Middle child of three; eldest sibling works in a call center.
 - Currently lives in Minglanilla with her mother and sister, NO permanent address. She came from a broken family.
 - Her mother is a housewife and father is a Grab driver in Negros.
 - Eager to learn, practical about earning money, adaptable, and capable of managing night shifts.

- Committed to punctuality and utilizing shuttle services.
- Expected Salary: 20k monthly, seeking a stable job to support her sister's education.
- Availability: ASAP.

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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