

INTERVIEW ASSESSMENT FORM

DATE TODAY: 11/10/2024

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:	Farah Melanie Oncines	Nickname:	Farah
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	1	Age	18 yrs old

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: Queeny Justiniane	<input type="checkbox"/> OTHERS: Text here
----------------------------------	-----------------------------------	------------------------------------	---------------------------------	--	--

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: 16k	Availability	October 14, 2024
-------------	-----	----	----------	----	--	-----------------	------------------	--------------	------------------

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)	June 17, 2024-September 27, 2024 3 months	Google	14k	Medical Reasons
WCM PH Digital (Freelance Job)	2021-2023 2 years	Talent, Content Creator, Video Editor, MedTec Appointment Setter, Cold Caller (AU client) 1 year	570/ day	Graduating student and finished her senior years
Text here.	Text here.	Text here.	Text here.	Text here.

HR Interview

Interviewer:	Hanna	Date Interviewed:	10/10/2024
--------------	-------	-------------------	------------

Remarks:

- Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.
- Farah is the only child raised by a single mother. She does not have any information about her father.
- She currently lives in Liloan with her unemployed mother and her 1-year-old child. Farah mentioned that her mother can look after her child so she can work to support them.
- She has no connection with her baby's father, as he has his own family.
- Farah quit her job at Concentrix due to a severe UTI, which required a 7-day bed rest. She informed her team leader about her situation and sought advice, but she was told that only 2 days of absence are allowed for a trainee; exceeding this would result in being tagged as AWOL. She has documentation for her exit clearance and is still waiting for her Certificate of Employment from Concentrix. She has a COE from WCM.
- In terms of communication, she can express herself well; however, due to nervousness, she tends to be redundant and makes a few grammatical errors, but this is manageable.
- She is open to feedback and takes criticism positively.
- Farah mentioned that she is willing to work again and will be cautious about her food intake to avoid another severe UTI, as she urgently needs a job to support her mother and child.
- She is fully aware of the importance of the attendance.

Result	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed
---------------	---	--

OM/OD Interview

Interviewer:	Iris	Date Interviewed:	11/10/2024
--------------	------	-------------------	------------

Remarks:

Farah Melanie Ocines - passed voice

Comms: 5.2/10 good tone of voice

BPO exp: 3 months (Google)

- Referred by her neighbor, Queeny Justianiane.
- Interested in the compensation that iPloy offers.
- Assured that previous health issues (UTI) will not recur and she is fully committed to the company.
- Aware that iPloy places great importance on attendance and performance.
- Will take measures to prevent infections and health problems, confirming she is fit to work.
- She has a one-year-old son, who will be cared for by her mother.
- A single mother with an unemployed mother and no father; she is an only child.
- Residing in Liloan, she is confident in her ability to manage the commute to Cebu City, ensuring it won't affect her attendance.
- Considered hireable due to her dedication to continuous learning and adaptability.

Friendly and helpful.

- Committed to long-term employment with the company and assures there will be no attendance issues.
- Plans to improve herself and exceed expectations.
- Seeking a total package of 16k.
- Available to start on Monday.

Result

Passed

Failed

Keep in Pool (Ben)

Keep-in-pool (Initial interview and OM/DM interview)

No Show