

INTERVIEW ASSESSMENT FORM

DATE TODAY: 17/10/2024

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: Charlene Villamor	Nickname: "Cha"
Position Applied: CSR-Voice	Marital Status: Single
No. of Kids: 1 kid	Age: 23

Source of Application:

<input checked="" type="checkbox"/> WALK-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input checked="" type="checkbox"/> MYNIMO	<input type="checkbox"/> REFERRAL pls. specify the name:Text here.	<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	97	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	23-25k (a) 20k (b)	Availability	ASAP
-------------	-----	----	----------	----	--	-----------------	-----------------------	--------------	------

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.

HR Interview

Interviewer: Bless	Date Interviewed: 17/10/2024
---------------------------	-------------------------------------

Remarks:

- Can converse in English with few grammatical errors but manageable and was able to express herself.
- BPO: no work/no bpo experience, but she is eager to work in the bpo industry. It offers a higher salary that can help her family financially, this is a progressive industry wherein she can grow and help her enhance her skills.
- College Graduate of Education, took the board examination, but has no plans to pursue in the teaching field. She was offered for an opportunity to teach in a private school, but she declined the offer because the salary is too low.
- Residing in MJ Cuenco. Mom of a 6 year old son with her live-in partner who is unemployed and was the only who look after their son. Only child of her parents, father: deceased, mother: PWD (orthopedics)-was also the one support her mom's maintenance through online selling/small business earning 1-2k, but for her it's not really enough for their needs.
- Claims no attendance issues. Heard about our hiring through walk-in and heard great feedback about iPloy and she sees herself working her for a long term and aiming for a higher position.
- Okay with graveyard shift and any shifting schedule. She is also okay with PEME once she gets hired.
- Amenable to WOS and can start ASAP.

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

OM/OD Interview

Interviewer: Ramelyn	Date Interviewed: 17/10/2024
-----------------------------	-------------------------------------

Remarks:

- Com skills: 5/10 - no bpo experience
- a single mother; got pregnant at an early age; only child;
- a magna cum laude when she graduated college (2024); took the board exam (Dec 13); this course was her father's choice; She would want to take up a course related to Communication as this is something that she want to do and improve
- she had a job offer in a private school in Cebu but turn it down - 13k/month was offered
- has 6yrs old son; partner has no job but is taking care of their son; mother - PWD; - she provides for her family including her mother; when her father died, she became the breadwinner in the family
- she is doing private tutoring in their community; she also sell food as an added income;
- OJT: UC handling Calculus and Statistics; Abellana - grade 10 students

- wanted to work in the BPO due to practical reasons; working as a teacher will not sustain her family; She just wanted to fulfil the wish of her father to finish her degree
- she is planning to divide her time for work, sleep, and family. She will ensure to have a To-do-list to organize her tasks and prioritize the most important task.
- she came prepared for the interview and I can sense her sincerity and passion to learn the job

Result	<input checked="" 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
--	--	---