

INTERVIEW ASSESSMENT FORM

DATE TODAY: **10- 12- 2024**

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

Applicant's Complete Name:	Kate Demecillo	Nickname:	Kate
Position Applied	CSR-V	Marital Status	Single
No. of Kids:	0	Age	23

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 <i>pls. specify the name:</i> Trina iPloy	<input type="checkbox"/> OTHERS:
----------------------------------	-----------------------------------	------------------------------------	---------------------------------	---	----------------------------------

Please use this form as a guide to assess or evaluate the applicant's qualifications for employment.

Typing Test	WPM	36	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	20k - 21k	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
TTEC (BPO)	May 2023 - March 2024 (10 months)	Verizon	26k	Had to look after her mom ; mom is fine now
Tech Mahindra (BPO)	March 2021 - April 2023 (2 years and 1 month)	TalkTalk	24k	Looking for better opportunities

HR Interview

Interviewer:	Francheska	Date Interviewed:	10- 12- 2024
--------------	-------------------	-------------------	---------------------

Remarks:

- Senior High School graduate - did not pursue college and has no plans to do so as well since her focus at the moment is to help her family financially.
- GAP: while she was looking after her mother, she was doing part time work for her cousin as well.
- Has 3 siblings > eldest > mom is a housewife and dad is a jeepney driver> she is helping with her sibling's education; currently residing in Lapu-Lapu - okay with the company location.
- Mentioned that she really liked the fixed weekends off that iPloy is offering because she can have her work-life balance and can attend her church service as well.
- Claims to have no issues with attendance since she makes sure to avoid absences and tardiness ; mentioned that she was awarded a couple of times due to her attendance record; can work on a graveyard shift and is willing to undergo PEME once hired.
- Saw the hiring post from 'Trina iPloy' (recruiter) and sent her a message on Facebook.
- Can converse, very engaging and friendly, can WOS and ASAP.

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

OM/OD Interview

Interviewer:	Angelo	Date Interviewed:	10/12/24
--------------	---------------	-------------------	-----------------

Comms 5.5/10 Okay comms, almost 3 years bpo experience, techma – local and international account, ttech – international account. Inbound and outbound experience, prefers weekends off, confirmed that she's aware of the 21k package and okay with it. Claims no issues with attendance, assures commitment and can start asap.

Interview 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
--	--	---