

INTERVIEW ASSESSMENT FORM

DATE TODAY: **10/19/2024**

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:	Jacob Catipay	Nickname:	Jacob
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	20

Source of Application:

<input type="checkbox"/> WALK-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input checked="" type="checkbox"/> MYNIMO	<input type="checkbox"/> REFERRAL	<input type="checkbox"/> OTHERS:
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Please use this form as a guide to assess or evaluate the applicant's qualifications for employment.

Typing Test	WPM	49	Accuracy	98	Pass	<input checked="" type="checkbox"/>	Fail	<input type="checkbox"/>	Expected Salary	20k-25k	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

C. COMPREHENSION SKILLS EXCELLENT SATISFACTORY NEEDS IMPROVEMENT

D. WORK EXPERIENCE (Latest 3)

EMPLOYER	EMPLOYMENT DATE	ACCOUNT	ALL-IN SALARY	REASON FOR LEAVING
New Era Marketing Management (BPO)	May 2024 - Sept 2024 4 months	investment and Healthcare (recent)	30.5K	Account Dissolved> No other accounts to be reprofiled to
MCC BPO (BPO)	Jun 2023 - Mar 2024 7 months	Outbound Sales (Investment Crypto)	21k	He was not doing well in sales and was not able to hit the target for sales but had good ratings for customer service

HR Interview

Interviewer:	Trina	Date Interviewed:	Oct. 18, 2024
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Remarks:

- can work onsite> okay with any working schedule (regardless of the time)> willing to undergo PEME
- okay tone, can converse, grammar errors were observed about:
 - bpo: 1 year and 1 month
 - currently staying in Lawaan with his family> 3rd in 5 siblings> mother: a housewife; father: deceased which is also the reason that he decided to work instead of pursuing his studies> he wanted to help with the finances and expenses of the family.
 - Has been working since he was 18.
 - SHS graduate (2022)> did not attend college nor has plans to attend> doesn't see himself studying, rather sees himself growing his career in BPO.

other info:

- claims to have no attendance issues even if his location is far> values attendance as well
- committed to staying long-term in the company
- salary: okay with 20k-21k because he thinks that he is still a beginner in the industry and salary is not what he is looking for but a company where he can stay long-term
- expect: do his best and fulfill his responsibility
- can start ASAP

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

Interviewer:	Ramz	Date Interviewed:	10.21.2024
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- Com skills: 5/10
- Started working at the age of 18 reason why he did not pursue college
- Being the 3rd child, he was forced to stop going to school and continue working instead
- Among his siblings, he is the only one working while the rest are studying.
- During his first job, he admitted to experience culture shocked, reason why he failed in his sales quota/monthly sales target
- In his 2nd job, the account got dissolved reason why he was placed in floating status;
- In New Era, he does not have any absences but in MCC, he had severe rashes in his hands reason why he was absent for a day as he was not able to move his arms;
- In terms of the pay, he was given the awareness that iPloy only provides 16k for the basic pay, with that said, he mentioned that he is more than okay receiving that pay as he knew that this is not a sales account and only sales account provides bigger incentives and bigger pay. He also assured that his budget is within that range so he has no problem managing his account.
- Can join asap

Result	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed
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Keep in Pool (Ben)

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

No Show