

INTERVIEW ASSESSMENT FORM

DATE TODAY: 10/22/2024

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:	Hersheys Deanne Quindao	Nickname:	Shy
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	25

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 4432 Aritha Ruelo	<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	36	Accuracy	98	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	18k	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
Mangrove Place and Residences (NON BPO)	Sept 2023 - Mar 2024 6 months	Front Office Associate	12k	Seeking for higher pay to pay her bills as she is receiving minimum wage.
Felicity Islan Hotel (NON BPO)	Nov 2019 - May 2023 3 years and 6 months	Front office Associate	14k	Location issues> relocated to her aunt's place and will take 45 minutes of travel, unlike mangrove which is nearer.

HR Interview

Interviewer:	Trina	Date Interviewed:	10-22-2024
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Remarks:

- can work onsite> okay with any working schedule (regardless of the time)> willing to undergo PEME
- average comms> okay tone, grammar errors were observed and sometimes would struggle to express herself but she is doing her best

about

- originally from Danao> currently staying in Lapu-Lapu city with her aunt. father> deceased; mom: OFW (Cyprus)> no plans to follow her mother no work abroad> has 1 younger brother> currently studying
- college graduate> no plans to board cruise ship nor plans on pursuing a path related to her course> now venturing out to BPO for better opportunities
- after felicity. took her time to rest and spend time with her partner in Tacloban > after mangrove: spend time to take care of her grandparents> after she went to Tacloban to help with the business of her partner's family which this became her source of income while not working
- looking for a job now to look for career growth and have stability

other info:

- claims to have no attendance issue> learned the value of it when she worked as a front desk officer
- committed to staying long-term and having stability
- bpo: career growth, compensation, and stability
- heard iploy from her friend and decided to give it a try
- expect: good attendance, attention to detail, and good customer service
- can start asap (tomorrow)

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

Interviewer:	Ramz	Date Interviewed:	
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- com skills: 5/10
- attention to detail; can work with less supervision; weakness: since she is focus on details, it is slowing her down but she said she is working on it
- loves to sing;
- College grad: Hospitality Management – this is really her choice; she has no plans to work in a cruise ship and work abroad
- Mother: OFW; father: passed away; brother: is still in studying
- For her, her course is engaging with customers and helping them with their concerns, so CSR is the closest to it.

- She is particular with her attendance.
- Can start 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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