

INTERVIEW ASSESSMENT FORM

DATE TODAY: 23/10/2024

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

Applicant's Complete Name: Divina Barba	Nickname: Div
Position Applied: CSR-V	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 pls. specify the name: 4713 Karen Carmona	<input type="checkbox"/> OTHERS: Text here
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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	18K	Availability	ASAP(tonight)
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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
DOZA Group Inc(NON-BPO)	May 2023-August 2024 (1 year and 3 months)	Document Controller/Admin Officer	17K	Looking for career opporutnities
AMDG Construction (NON-BPO)	March 2022-Feb 2023 (11 months)	Admin Officer	16K	Project Base
Blue Pearl 9 Pru Life UK (NON-BPO)	July 2019-March 2022 (2 years)	Branch Secretary (support Staff)	8K	Looking for better opportunities(No Benefits)

HR Interview

Interviewer: Angellie	Date Interviewed: 23/10/2024
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Remarks:

Nervous during the interview but has good tone of voice and can express well

Originally from Canlaon Negros Oriental and Residing in Capitol w/ relatives; Eldest in the family; F>farmer; M>housewife; College Graduate ; Been working the admin since 2019-August 2024--but wants to shift field since she has no opportunities in Admin ; BPO> due to opportunities such as salary, career and skills; iPloy> referred and heard good feedbacks about the company and stated she wants to grow her career in the company if given a chance ; WOS ok; ok with SS(regardless fo the time); PEME ok; Can start ASAP(tonight)

Result **Passed** **Failed**

OM/OD Interview

Interviewer: Ramelyn	Date Interviewed: 23/10/2024
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Remarks:

- com skills: 5/10
- keen to details, she is dedicated with her work which imbalance her life at home and at work (no work life balance)
- loves to play badminton; loves to drove motorcyle; loves music-was a band member in school
- College graduate: BS Business Administration- chosen by her parents; she loves Information Technology but her parents cannot afford it
- the only time she was absent was when there was a typhoon and there was no transportation at that time but overall she has no attendance issues.
- her personality seems align to her role as an admin officer (serious and firm) does not even smile; but I have a feeling that she will be able to turn that around and adjust to the role being a CSR (empathetic, friendly voice, respectful)

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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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