

## INTERVIEW ASSESSMENT FORM

DATE TODAY: **10/30/2024**

|                               |   |                            |
|-------------------------------|---|----------------------------|
| 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: | May Marie Jane Paran | Nickname:      | May    |
| 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<br>4967 | <input type="checkbox"/> OTHERS: |
|----------------------------------|-----------------------------------|------------------------------------|---------------------------------|--|----------------------------------|

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

|             |     |    |          |    |  |                 |         |              |      |
|-------------|-----|----|----------|----|--|-----------------|---------|--------------|------|
| Typing Test | WPM | 35 | Accuracy | 95 | <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail | Expected Salary | 20k-24k | 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   |
|------------------------------------|---------------------------------------|---------------------|---------------|--|
| Teleperformance (BPO)              | Feb 2024 - October 2024<br>8 months   | JP Morgan and Chase | 18k           | Looking for better opportunities<br>- had an issue with her government benefits> TP has not been crediting them> Management mentioned that it is contributed quarterly but it is still not resolved> already submitted three tickets |
| SHANGRILA MACTAN CEBU (NONBPO)     | June 2023 - December 2023<br>6 months | Waitress            | 12k           | terminated because of her physical appearance; her acne is getting worse the longer she is working at Shangri-La.  |
| Browningz Cultured Shack (NON BPO) | Jan 2021 - August 2021<br>7 months    | service crew        | 10k-11k       | Part-time job only> focused on her studies right after   |

**HR Interview**

|              |       |                   |            |
|--------------|-------|-------------------|------------|
| Interviewer: | Trina | Date Interviewed: | 10/30/2024 |
|--------------|-------|-------------------|------------|

Remarks:

- can work onsite> okay with any working schedule (regardless of the time)> willing to undergo PEME
- from Uling> currently staying with her family> will be relocating here in Cebu once hired. College graduate> no plan to pursue a career related to her course due to the competition it has, mostly of appearance based on her experience with her previous employer. Mom is a housewife; father works in a mining company; has 3 siblings> youngest> all older sisters have their own family already.
- claims to have good attendance and looking for a company where she can look for stability and where she can commit long-term.
- heard iploy from her friend> heard a lot of good feedback which is why she decided to pursue her application here.
- expect: She will exchange knowledge and will share the skills he earned in teleperformance and grow even greater here in iploy.

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

**OM/OD Interview**

|              |        |                   |          |
|--------------|--------|-------------------|----------|
| Interviewer: | Angelo | Date Interviewed: | 10/30/24 |
|--------------|--------|-------------------|----------|

Comms 5.5/10 Average comms and English fluency. She has a friend (Mary Flores) who works here and she heard great feedback about the company. No plans to go back to hospitality industry, wants to focus in BPO due to better compensation. Willing to relocate if needed, claims no issues with attendance and performance. Can start asap and assures commitment.

|               |  |
|---------------|--|
| <b>Result</b> | <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 |
|---|---|----------------------------------|