

## INTERVIEW ASSESSMENT FORM

DATE TODAY: 04/11/2024

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

Applicant's Complete Name:	Aldren Casquite	Nickname:	Aldren
Position Applied	CSR - Voice	Marital Status	Single
No. of Kids:	0	Age	26

**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: 4832 Ralph Mark Monta	<input type="checkbox"/> OTHERS: Text here
----------------------------------	-----------------------------------	------------------------------------	---------------------------------	--	--

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

Typing Test	WPM	50	Accuracy	99	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	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
Qualfon (BPO)	Feb 2023-Aug 2024 (1 year & 6 months)	Retail	18k	Family emergency > needed to help in processing documents of his sick brother
Philippines Operations Administrative Services (BPO)	Jan 2020-Mar 2020 (3 months)	Healthcare	15k	Did not renew his contract
RM Global Services (BPO)	Aug 2019-Oct 2019 (2 months)	Political Survey	16k-20k	was not able to divide his time for his school, work and dancegroup

**HR Interview**

Interviewer:	Nina	Date Interviewed:	04/11/2024
--------------	------	-------------------	------------

Remarks:  
 good tone, minor grammar & pronunciation mistakes, can express ok, few fillers

- college undergrad (2020); has 5 siblings, 3rd child; currently residing in Toledo with partner; will look for a place to stay in the city once settled
- mom > housewife; dad > foreman in Manila; currently expecting their first baby with his partner by next year
- around Jan 2023, he was encouraged by his partner to work again in bpo and decided to help his family and father
- after Aug 2024, he tried to work in a company from Manila (WFH) for a month but his pays have been delayed from the 2nd week of his employment until he stopped working with them
- why bpo > more productive at night, good benefits and HMO
- why iploy > offers long-term job, lots of bonuses and benefits
- long term plan > stay for a long time, higher position
- what to expect > consistency, attendance, do all his tasks diligently
- no attendance issues; no medical conditions; needs to process COE from Qualfon
- willing to undergo PEME once hired
- open to graveyard shift and any changes in work schedule (regardless of time)

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

**OM/OD Interview**

Interviewer:	Angelo	Date Interviewed:	11/04/2024
--------------	--------	-------------------	------------

Remarks:

Comms 5.5/10 Okay comms, almost 2 years bpo experience, telco, csr. Good tone of voice, No plans to pursue studies, his priority is to land a job since he;s expecting his 1st baby next year Explained to him the importance of attendance and how leave applications work. Okay with healthcare account, assures commitment and can start asap

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

<input type="checkbox"/> <b>Keep in Pool (Ben)</b>	<input type="checkbox"/> <b>Keep-in-pool (Initial interview and OM/DM interview)</b>	<input type="checkbox"/> <b>No Show</b>
--	--	---