

## 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:	Quenie Arsula	Nickname:	"Quenie"
Position Applied	CSR-Voice Role	Marital Status	Married
No. of Kids:	1	Age	22

**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 pls. specify the name:Text here.	<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	39	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	22k (a) 20k (b)	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

**COMPREHENSION SKILLS**  EXCELLENT  SATISFACTORY  NEEDS IMPROVEMENT

**C. WORK EXPERIENCE (Latest 3)**

EMPLOYER	EMPLOYMENT DATE	ACCOUNT	ALL-IN SALARY	REASON FOR LEAVING
Clixflow (non bpo)	June 2020-Oct 2024 (4 years)	Virtual Assistant	44k	Company laid off
Pawroll (non bpo)	June 2021-Dec 2022 (6 months)	Virtual Assistant	25k	Didn't anything from her client. Looking for better opportunity
Text here.	Text here.	Text here.	Text here.	Text here.

**HR Interview**

Interviewer: Bless	Date Interviewed: 04/11/2024
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Remarks:

- Can converse in English with few grammatical errors, but manageable and was able to express herself.
- Residing in Talisay. Married with 1 kid (11 months old baby) she assured that someone can manage to look after her baby once she gets hired here. Her husband works as a Virtual Assistant.
- Virtual Assistant: has no plans to pursue or apply to any clients since she is looking for a stable job that can also help her family financially.
- BPO: no bpo experience, but she is eager to work in the industry and she believe her skills really fits in the industry. She is okay with graveyard shift and open to any changes of her working schedule.
- Claims no attendance issues. Heard about our hiring through facebook with great feedback and she sees herself working here for a long term.
- Amenable to WOS and can start ASAP.

**Result**  Passed  Failed

**OM/OD Interview**

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

Comms 6/10 okay comms, No bpo experience, worked as VA for over 4 years. Decided to look for a stable and sustainable job, aims to climb the corporate ladder, wants to work in a company that offers HMO and with govt benefits. Okay with healthcare account and salary package.. can start asap.

**Result**  Passed  Failed

**Keep in Pool (Ben)**

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

**No Show**