

## INTERVIEW ASSESSMENT FORM

DATE TODAY: **11- 04- 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: <b>Shayne Mae Carungay</b>		Nickname: <b>Shayne</b>
Position Applied: <b>CSR-V</b>	Marital Status: <b>Single</b>	No. of Kids: <b>0</b> Age: <b>21k</b>

**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: <b>4638 Angelie Joy Cataytay</b>	<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	<b>39</b>	Accuracy	<b>96</b>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	<b>18k</b>	Availability	<b>ASAP - Wed</b>
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**A. IS THE APPLICANT PREPARED FOR THE INTERVIEW?**  PRESENTABLE  YES  NO  AVERAGE

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**B. COMMUNICATION SKILLS**  EXCELLENT  SATISFACTORY  NEEDS IMPROVEMENT

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**COMPREHENSION SKILLS**  EXCELLENT  SATISFACTORY  NEEDS IMPROVEMENT

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

EMPLOYER	EMPLOYMENT DATE	ACCOUNT	ALL-IN SALARY	REASON FOR LEAVING
<b>Qualfon</b> (BPO)	<b>July 2023 - June 2024</b> (11 months)	Telco	20k	Health Reasons; was hospitalized for a week.
<b>Freelance</b> (NON BPO)	<b>June 2023 - June 2024</b> (1 year)	Admin Assistant	25k	Part Time; 4 hours/day

**HR Interview**

Interviewer: <b>Francheska</b>	Date Interviewed: <b>11- 01- 2024</b>
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Remarks:

- College undergraduate - BA English Language - 2nd year - did not enroll again after she was hospitalized and chose to go home to Dalaguete to rest - has no plans to pursue her studies again since she is more focused on landing a job to support her family financially and for her sibling's education.
- Has 6 siblings > 2nd child > Family is in Dalaguete - she will be residing in Barangay San Roque once she is back in the City - mom is a government employee and dad is staying at home (PWD) ; both parents are okay with her decision to work.
- When it comes to Freelancing - she has no plans to work again as a freelancer since BPO is more stable - although she did try to look for a client, however, it is very difficult and she needs to be practical hence she chose to apply back in BPO.
- Claims to have no issues with her attendance ; and can assure a long term commitment with the company.
- Can converse, can WOS and cans start on Wednesday since she is still in Dalaguete at the moment.

<b>Interview Result</b>	<input checked="" type="checkbox"/> <b>Passed</b> <input type="checkbox"/> <b>Failed</b>
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**OM/OD Interview**

Interviewer: <b>Angelo</b>	Date Interviewed: <b>11/4/24</b>
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<b>Interview Result</b>	<input type="checkbox"/> <b>Passed</b> <input type="checkbox"/> <b>Failed</b>
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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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Comms 5.5/10 Average comms, less than 1 year bpo experience, telco... over 1 years free lancer – VA. Learned that VA isnt sustainable and not stable. Looking for a corporate company for work stability, no plans to pursue studies, claims that she's okay now and took much time that she needed to rest, no plans to get another part time job while woking fulltime. Okay with Healthcare account and can start asap.