

INTERVIEW ASSESSMENT FORM

DATE TODAY: 05/11/2024

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

Applicant's Complete Name:	Myrtle Praise Atay	Nickname:	Myrtle
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	23 yrs old

Source of Application:

<input checked="" type="checkbox"/> WALK-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input type="checkbox"/> MYNIMO	<input type="checkbox"/> REFERRAL pls. specify the name:Text here.	<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	40	Accuracy	99	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B:15k P: 20k	Availability	11/06/2024
-------------	-----	----	----------	----	--	-----------------	--------------	--------------	------------

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
n/a	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

HR Interview

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

Remarks:
 Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.
 Myrtle is the middle child of three.
 Her mom is an elementary school teacher, while her dad works on a cruise ship.
 She completed her bachelor's degree in Entrepreneurship at USC.
 She was motivated to work in the BPO industry to gain experience and develop her professional skills.
 Myrtle first applied to iPloy during the University Job Fair.
 Although she doesn't have professional experience working in a company, she has a background as the HR Manager for a Sole Proprietorship—Agri-Minds Hydroponic Farm—which was a formal business started by her former classmates.
 The business operated from 2020 to 2024, but it was closed due to time constraints and differing goals among the team members.
 Myrtle earned PHP 5,400 per week from the business profit and PHP 3,000 per month as her salary as HR Manager.
 She is eager to learn and adapt to a new work environment.
 Myrtle is willing to stay with the company for 3 to 5 years.

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

OM/OD Interview

Interviewer:	Iris	Date Interviewed:	05/11/2024
--------------	------	-------------------	------------

Remarks:
 Myrtle Praise Atay - passed voice
 Comms: 5.3/10
 No BPO/Work Experience

- She learned about the job opportunity through the job fair at the University of San Carlos.
- She became interested because the company provides services to overseas businesses and offers opportunities for growth, especially for newcomers like herself.
- She graduated from college in June 2023 and spent some time traveling before starting her job search.
- From June 2023 to July 2024, she traveled to various locations across the Philippines.
- She currently resides in Consolacion, Cebu, and is originally from Bohol.
- Her father works abroad as an OFW, while her mother is an elementary school teacher.

- She has two siblings—her older sister is studying Hotel Management, and her younger sibling is pursuing a degree in -Management Accounting. She is the middle child.
- It has always been her dream to run a business, and she is eager to gain more experience, especially in the BPO industry, where she can develop her customer service skills.
- Her long-term goal is to open her own restaurant in Bohol, ideally in the next 30 to 40 years.
- Her primary focus is to gain skills and experience, and she believes that working in BPO will provide the career growth she’s looking for.
- She has been interested in the BPO industry since her senior year of college. -Although she took a break for one semester, she wasn’t able to pursue applying at that time.
- Her parents were initially surprised by her interest in the BPO industry but have since been supportive of her decision, as they want what’s best for her.
- 14k and above
- ASAP

Result	<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