

INTERVIEW ASSESSMENT FORM

DATE TODAY: 07/11/2024

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: Dakhnie Joyce Singco	Nickname: Joyce
Position Applied: CSR - Voice	Marital Status: Single
No. of Kids: 0	Age: 20

Source of Application:

<input 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 checked="" type="checkbox"/> OTHERS: BossJob
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Please use this form as a guide to assess or evaluate the applicant's qualifications for employment.

Typing Test	WPM	38	Accuracy	97	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	20k	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
GLATS Inc. (Non-BPO)	Feb 2024-Aug 2024 (6 months)	ESL Teacher	11k	Career growth & better opportunities > higher compensation
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

HR Interview

Interviewer: Nina	Date Interviewed: 07/11/2024
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Remarks:

good tone, can express ok, ok pronunciation and grammar

- has 4 siblings, eldest; currently residing in Lahug with family
- mom > housewife; dad > fish vendor; all siblings are studying
- college undergrad (Sep 2023); stopped due to financial reasons; have fully decided not to pursue her studies to help her family
- after she stopped studying, she tried applying to different jobs but was not successful, so she went to her province and took care of her grandmother; her mom encouraged her to look for a job so she went back to the city last Jan 2024
- why bpo > finds it very interesting, offers career growth, has equality, loves to speak with native speakers
- why iploy > heard good feedback from cousin who works here (Princess Invento) - great environment & people, fast career growth
- long term plan > stay for a long time
- what to expect > be a great employee, hardworking, do her job very well, hit metrics
- no attendance issues; no medical conditions
- willing to undergo PEME once hired
- open to graveyard shift and any changes in work schedule (regardless of time)

Result

Passed **Failed**

OM/OD Interview

Interviewer: Doc	Date Interviewed: 07/11/2024
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Remarks:

No BPO experience (ESL teacher for 6 mo); College undergraduate with no plans of going back to school since she will need to support her sibling financially; Comm skills 5.5/10 - grammar and pronunciation errors observed, some regional accents, good comprehension; Voice role

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