

## INTERVIEW ASSESSMENT FORM

DATE TODAY: 08/11/2024

Do you have any travel plans? <b>No</b>	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:	Anne Bernadette Abadiano	Nickname:	Anne
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	n/a	Age	22 yrs old

**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	38	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B: 17k P:19k	Availability	11/11/24
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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
USA 911 Home Service VA (NON BPO)	August 2023- August 2024; 1 yr	Executive Assistant-Dayshift (Part-time)	3k/week	The company is closed due to old age and no one can operate the business. The client has Alzheimer's.
Foundever (BPO)	February 19, 2024- August 27, 2024; 6 months	Financial	B:13k P:16k	Opportunity for salary growth.
Concentrix (BPO)	March 2023- December 2023; 6 months	Financial	B:13k P:16k	She tried to ask to be relocated to IT Park but not possible. 4-5 hr of travel since the site is in Mandaue. She was also helping the family monetarily.

**HR Interview**

Interviewer:	Hanna	Date Interviewed:	07/11/2024
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Remarks:  
 Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.  
 Anne is the eldest of three siblings (ages 17 and 10).  
 Her mother passed away last year, and Anne is now financially supporting her younger siblings.  
 She has no information about her father, who left when she was a toddler.  
 Anne has worked as a Virtual Assistant, including tasks such as scheduling meetings for her clients.  
 She applied through Mynimo and confirmed that she was not referred by anyone, but she read positive reviews about the company.  
 She has no attendance issues in her previous jobs.  
 Anne is a Senior High School (SHS) graduate. She has no plans to pursue a college degree, as she is focused on supporting her siblings financially.  
 Anne has no medical conditions that would affect her employment.  
 She has a strong track record of good attendance in her previous positions.

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

Interviewer:	Iris	Date Interviewed:	08/11/2024
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**Remarks:**

Comms: 5.2/10 BPO exp: 1 year (Financial) - Learned about the job opening on Mynimo - Interested in the perks and friendly environment - Managed to grow and make progress despite experiencing a toxic work environment - Describes herself as friendly and cheerful with those around her - Adheres to company policies - Practices time management and arrives early at the office - Concentrix: Initially unaware it was at JCenter Mall; no other accounts were hiring at that time. Accepted the offer due to needing a job after her mother's passing, despite potential relocation and floating status for two months, as there was no financial account in IT Park - Lost her mother last year - Eldest sibling; her younger siblings are still in school - Resides in Kinasang-an Pardo, Cebu City - September - November 2024: Found another opportunity and discovered iPloy - Aligns with her skills - Work Experience: Virtual Assistant: March, April, May, July, August 2024, with in-and-out experience (floating status for 4-5 months) Concentrix: 6 months Foundever: 6 months Assisted in her partner's family business for 3 months - Hospitalized on October 15, 2024, due to low hemoglobin; needed 2-3 weeks of rest and two blood transfusions after a two-month miscarriage. Currently fine and fully recovered; no plans for future pregnancies per her OB's advice. - Works graveyard shifts and deals with insomnia - Focused on herself and supporting her two siblings - Aims to save before considering future family plans - Partner works at Metro; they have a small sari-sari store; Lives with her partner - Father is estranged; two siblings are in Mindanao being cared for - Originally from Mindanao, now residing in Cebu City with her partner - Completed Senior High School in 2022 - Qualified with strong communication and management skills, customer service experience, and willingness to enhance her abilities - Confident in handling customers and knowledgeable about workflow - Wants to share her knowledge with others and grow within the company - Ensures no attendance issues and commits to performing her best at work - Dedicated to staying long-term to achieve higher positions in the company

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