

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:	Mary Ann Cinco	Nickname:	Mary
Position Applied	CSR- Voice	Marital Status	Single
No. of Kids:	0	Age	23 yrs old

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: 4942 Kian Carabuena	<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	50	Accuracy	98	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B: 20k P: 23k	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
Amazon (BPO)	June 2024-August - 2024; 2 months	Retail	B: 21k P: 23k	Seasonal
Global Language Cebu (NON BPO)	June 2023-August 2023; 2 months	ESL	25k	Summer Camp
Text here.	Text here.	Text here.	Text here.	Text here.

HR Interview

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

Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.
 Mary is the 6th of eight siblings.
 She currently resides in Barrio Luz.
 Her mother is deceased, and her father works as a metro aide.
 Mary completed her college degree in BS Psychology and passed the CHRA examination.
 She expressed interest in working in the BPO industry because she already has experience in it and enjoys the work.
 While she is specifically interested in HR positions, she is also open to Customer Service Representative roles due to the growth and opportunities the industry offers.
 Mary confirmed that she was referred by Kian Carabuena, an iPloy employee.
 She is available to start work as soon as possible.
 Her expected compensation is negotiable, with a minimum of PHP 18k for the basic and PHP 20k for the package as the lowest she can accept.

Result Passed Failed

OM/OD Interview

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

Mary Ann Cinco - passed voice
 Comms: 5.5/10
 BPO experience: 2 months (Retail)

- She was referred by her friend, Kian Carabuena.
- She became interested after hearing positive feedback from Kian about the working environment.
- After taking the exam at CHRA, she realized she wasn't ready for an HR role and found that she's more interested in becoming an agent.
- She felt discouraged because the HR role required 2-3 years of experience, and she decided to give up on it. She is more comfortable in an agent position as she has had more exposure to the BPO industry.

- She prefers to be an agent, working as a frontliner, and engaging directly with clients and patients.
- While she is knowledgeable about labor laws, she isn't interested in pursuing HR-related opportunities right now.
- She might consider an HR role in the future, but only after 5 years. For now, she is firmly focused on becoming an agent.
- She mentioned that she had no issues with her performance or attendance at her previous companies.
- She is patient and believes she is hireable because of her commitment to her work. She plans to bring the same level of excellence she demonstrated in school to her job.
- Her expected salary is 20K monthly.
- She is available to start ASAP.

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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