

## INTERVIEW ASSESSMENT FORM

DATE TODAY: **11- 11- 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>Lea Ermac</b>	Nickname:	<b>Mac</b>
Position Applied	<b>CSR-V</b>	Marital Status	<b>Single</b>
No. of Kids:	<b>0</b>	Age	<b>23</b>

**Source of Application:**

<input type="checkbox"/> WALK-IN	<input checked="" type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input type="checkbox"/> MYNIMO	<input type="checkbox"/> REFERRAL <i>pls. specify the name:</i>	<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>37</b>	Accuracy	<b>97</b>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	<b>18k - 20k</b>	Availability	<b>ASAP</b>
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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
<b>Foundever</b> (BPO)	<b>June 2023 - Sept 2023</b> (3 months)	Telco	18k	Conflict of schedule - studying during this time
<b>ePerformax</b> (BPO)	<b>July 2022 - Oct 2022</b> (3 months)	Shopee	14k	Conflict of schedule - studying during this time

**HR Interview**

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

- College graduate - HRDM - has no plans to pursue a career in her field anymore and wants to be practical and focus her career in BPO instead.
- Has 6 siblings > youngest > currently residing around Paril - mountainous part of Talamban - okay with the company location | plans to relocate once hired > Parents are Farmers > both are supportive of her decision as well.
- Claims to have no issues with her attendance in previous companies; wants to continue her career in the industry and stay for a long time this time.
- Can converse, can WOS and ASAP.

<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>Iris</b>	Date Interviewed:	<b>November 13,2024</b>
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Lea Ermac - passed voice

Comms: 5/10

BPO Exp: 6 months (Telco and Shopee)

- Discovered the job opportunity through iPloy's Facebook page.
- Interested due to the 50K Sign-On Bonus and positive reviews.
- Confident she meets the qualifications, highlighting her flexibility and strong communication skills.
- Was still a student at the time of her first interest, but her schedule conflicted with the hiring process.
- Graduated in June 2024 with a degree in HRDM. Took a break to recover from an unplanned pregnancy and miscarriage to regain her strength. No plans to pursue an HR career due to the requirement of RPM and CHRA credentials and the low salary in the field; she values practicality.
- Committed to staying with the company as long as she is needed.
- Her education was financially supported by her sister.
- Parents work as farmers and run a livestock business.

- Resides in Tag-ubi, Paril, Cebu City; though far from the city, she has her own motorcycle. Plans to relocate closer to Ayala with a friend on rainy days.
- Confident she is a strong fit and can complete PEME, including X-rays and all required lab tests.
- One of six siblings; all are married except her, and she is the only one living with her parents.
- No plans to start a family, as her partner will be moving to Manila next year.
- Assures no attendance issues and a strong commitment to being a reliable employee.
- Faced challenges with tool navigation in her previous role but successfully overcame them.
- Motivated to support her mother financially, as her mother has a cyst in her ovary, had surgery, and requires long-term medication.
- In emergencies, her mother’s siblings provide assistance.
- Can provide a Fit to Work certificate from her OB if hired.
- Salary expectation: 18k base, 20k all-in.
- Available to start immediately.

<b>Interview 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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