

INTERVIEW ASSESSMENT FORM

DATE TODAY: 16/11/2024

Do you have any travel plans? No	If yes, where?	n/a
Expected date of travel: n/a	Purpose:	Text here.
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:	Nicolaine Belza	Nickname:	Colaine
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	23 yrs old

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 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	35	Accuracy	95	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B:15-17k P: 18-19k	Availability	ASAP/ Monday
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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
Metro Retail Store (NON BPO)	December 2023- April 2024 4 months	Sales Support Associate	12k	Family problem
One Pavillion Mall (NON BPO)	April 2023-October 2023 6 months	Cashier	11-12k	6 month contract
Metro Retail Store (NON BPO)	September 2022- January 2023 4 months	Sales Associate	11-12k	Seasonal

HR Interview

Interviewer:	Hanna	Date Interviewed:	16/11/2024
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Remarks:
 Can work on site and has no problem working on a graveyard shift and shifting schedule. Okay with PEME.
 Communication Skills:Average. Can express herself and easily comprehend questions, but she tends to be nervous, which leads to pauses and a monotone delivery.

Colaine is the eldest of three siblings. Currently renting a place in Kalunasan while her mother and siblings are in Manila. Her father passed away in 2010, and her mother now works as a house helper in Manila.Her siblings are 18 and 11 years old, both of whom are currently studying.

Resigned from Metro Retail Store after her mother was dismissed from her job and was kicked out by her employer leaving her homeless. She immediately flew to Manila to help her mother. Decided to return to Cebu to look for a job to support her family.

GAP: Stayed in Manila to assist her mother in finding stable housing until she could secure employment.

Did not finish her education due to financial constraints; Her sister also dealt with gaps in her education due to poverty. Completed Senior High School (SHS) but has no plans to pursue college.

Demonstrated a positive attitude during the interview

Result **Passed** **Failed**

OM/OD Interview

Interviewer:	Angelo	Date Interviewed:	16/11/2024
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Remarks:

Comms 5.5/10 No bpo experience, average comms, very nervous at the start of the interview. She is not confident yet but as someone who was not exposed to speaking English, she did well. Has good attitude and very humble. Needed the job so badly and appreciates what she has. She can develop more once exposed and given the opportunity. Assures commitment and can start asap.

I recommend not to assign her to a full time voice role, minimal and less inbound calls is much more preferable.

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