

## INTERVIEW ASSESSMENT FORM

DATE TODAY: November 16, 2024

Do you have any travel plans? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, where?	n/a
Expected date of travel:	N/A	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:		<b>Jian May Inao</b>		Nickname	<b>"Jian"</b>		
Position Applied	<b>CSR-Voice Role</b>	Marital Status	Single	No. of Kids:	<b>0</b>	Age	23

### 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:	<input checked="" type="checkbox"/> OTHERS: <b>Job Fair</b>
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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>40</b>	Accuracy	<b>97</b>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	<b>18k</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
Global Sync (non bpo)	Jan 2021-Nov 2021 (10 months)	Admin Assistant	14k	Part time job; was only working for her cousin

### HR Interview

Interviewer:	<b>Bless</b>	Date Interviewed:	November 16, 2024
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Remarks:

- Can converse in English with few grammatical errors, but manageable and was able to express herself.
- BPO: ni bpo experience, but she is very eager to work in the bpo industry because it offers lots of opportunities and pays a higher salary that can help her family financially. She is good with graveyard shifts and shifting schedules.
- Originally from Toledo, currently residing in renting in Sambag 1. Eldest with 1 sibling (23 yrs old; working in CMI) mother: housewife, father: private driver.
- College Undergraduate of Civil Engineering (February 2024) has no plans to pursue her studies due to financial matters and during that time she was staying at home, helping her mom.
- Claims no attendance issues. Heard great feedback about iPloy in facebook and she sees herself working here for a long term. Okay with PEME once she gets hired here.
- Amenable to start ASAP and okay WOS.

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

Interviewer:	Angelo	Date Interviewed:	11/15/2024
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Remarks:

Comms 5.5/10 Average comms, English fluency needs a little improvement, minimal grammar errors, No bpo experience, Currently not enrolled and no plans to pursue studies. Went here In Cebu to try landing a job, okay with healthcare, and can start asap. Good personality and can improve once exposed to the job. She's nervous during call but was able to manage.

Recommendation: Can be assigned to a role with minimal voice.

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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