

INTERVIEW ASSESSMENT FORM

DATE TODAY: 26/11/2024

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:	Michelle Calibo	Nickname:	Michelle
Position Applied	CSR - Voice	Marital Status	Married
No. of Kids:	0	Age	34

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: Jhanrey Rabilas	<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	37	Accuracy	97	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	25k; ok with lower offer	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
Teletech (BPO)	Mar 2022-Feb 2024 (1 year & 11 months)	Telco	25k	Health issues
Accenture (BPO)	Jul 2021-Dec 2021 (5 months)	Technical	23k-24k all-in; 28k with incentives	Seasonal account
3T Tire Supply (Non-BPO)	Mar 2020-Dec 2020 (9 months)	Office Clerk	350/day	Moved back to Cebu with husband; better opportunities - higher compensation

HR Interview

Interviewer:	Nina	Date Interviewed:	26/11/2024
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Remarks:

good tone, minor grammar & pronunciation mistakes, can express ok

- college level (2011); has 5 siblings, eldest; currently residing in Liloan with husband, no transpo issues
- husband > warehouse staff in a private company; mom > housewife; dad > contractor
- she left Teletech bc of her PCOS, mentioned that she was hospitalized and was treated by blood transfusion; her doctor advised her to rest or find a less stressful job; after Feb 2024, she focused on her health but can guarantee that she is fit to work after 9 months and is allowed to work in bpo again
- why bpo > better compensation, benefits, insurance, delighted to work in this industry
- why iploy > referred by a friend and heard good feedback about the working environment, looking forward with the SOB
- long term plan > aim for higher position, stay as long as the company wants her
- what to expect > do her part to contribute to the company's success, follow clients and company's rules
- no attendance issues; PCOS - has maintenance medication and vitamins, can provide FTW from her doctor
- willing to undergo PEME once hired
- open to graveyard shift and any changes in work schedule (regardless of time)

Result **Passed** **Failed**

OM/OD Interview

Interviewer:	Iris	Date Interviewed:	27/11/2024
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Remarks:

Comms: 5.2/10

BPO exp: Roughly 4 years (Telco, Technical, Service Desk-Tier 3)

- Referred by her colleague, Jhanrey Rabilas.
- Motivated by the 50K Sign-On Bonus after 1 year, which she finds exciting and challenging to achieve.
- In 3-5 years, she aims to grow her career within the company, aspiring for roles like QA or SME.
- Diagnosed with PCOS but has a Fit to Work clearance. She is committed to maintaining a healthy lifestyle and assures this will not impact her attendance or performance.
- Although it will be her first time handling a healthcare account, she is confident that her prior experience will be valuable.
- Originally from Cebu, currently residing in Yati, Lilo-an, while her husband is in Misamis.
- Undergraduate with no plans to continue further studies.
- Expected salary: 25K all-in but is flexible with the basic pay and open to any reasonable offer. Prioritizes company benefits over salary.
- Available to start immediately.

Result

Passed

Failed

Keep in Pool (Ben)

Keep-in-pool (Initial interview and OM/DM interview)

No Show