

## INTERVIEW ASSESSMENT FORM

DATE TODAY: 11/29/2024

|                               |   |                            |
|-------------------------------|---|----------------------------|
| 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: | Vince Clark Suela | Nickname:      | Vince  |
| Position Applied           | CSR-Voice         | Marital Status | Single |
| No. of Kids:               | 0                 | Age            | 20     |

**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<br>5169 Allyza Erin Argallon | <input type="checkbox"/> OTHERS: |
|----------------------------------|-----------------------------------|------------------------------------|---------------------------------|---|----------------------------------|

**Please use this form as a guide to assess or evaluate the applicant's qualifications for employment.**

|             |     |    |          |    |  |                 |                    |              |      |
|-------------|-----|----|----------|----|--|-----------------|--------------------|--------------|------|
| Typing Test | WPM | 47 | Accuracy | 99 | <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail | Expected Salary | b: 16k; p: 18k-21k | Availability | ASAP |
|-------------|-----|----|----------|----|--|-----------------|--------------------|--------------|------|

**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 Empire Corporation - GEC (BPO) | July 2023 - March 2024<br>8 months | Northland Properties | 14k           | the account was closed> client did not renew contract> floating for a month |
|                                       |                                    |                      |               |   |
|                                       |                                    |                      |               |   |

**HR Interview**

|              |       |                   |            |
|--------------|-------|-------------------|------------|
| Interviewer: | Trina | Date Interviewed: | 11-29-2024 |
|--------------|-------|-------------------|------------|

Remarks:

- can work onsite> okay with any working schedule (regardless of the time)> willing to undergo PEME
- address: banilad> okay with the location> living with family> mom: housewife> father: logistics officer> 1 younger siblings student> EDUC: completed 2nd year> january 2023> was not able to pursue because of debts> no plans to pursue for now
- Before Global Empire> worked as an elementary tutor for 2 years to help with finances and he earned around 8k a month
- after global empire> worked as a freelancer> social media admin and graphic artist for a private employer for 6 months> May 2024 - october 2024> earned 10k a month> rfl: employer shifted to another party and hired a different person to do the job> mentioned that supposed to be shifting as well but the new hire has more experience> he tried to apply to bpo companies again but rejected by 2 companies
- claims to have no attendance issues and has good performance as well
- bpo: passionate about helping people and customers
- iploy: referred by Allyza Erin Argallon> heard good feedbacks
- committed to stay long-term> 5 years or more
- expected to bring something to the table, to abide and meet the company's standard
- no medical condition, can provide coe and contracts
- can start anytime

|               |  |                                 |
|---------------|--|---------------------------------|
| <b>Result</b> | <input checked="" type="checkbox"/> Passed | <input type="checkbox"/> Failed |
|---------------|--|---------------------------------|

**OM/OD Interview**

|              |      |                   |                   |
|--------------|------|-------------------|-------------------|
| Interviewer: | Iris | Date Interviewed: | November 29, 2024 |
|--------------|------|-------------------|-------------------|

Comms: 5/10  
 BPO exp: 9 months (NPC)

- Referred by his friend, Allyza Erin Argallon.  
 - Heard positive feedback from his friend about iPloy, particularly its non-toxic and conducive work environment.

- Previously worked as a social media manager and graphic designer for 6 months but decided to seek a job with higher compensation.
- Stopped schooling in January 2023, leaving him as an undergraduate.
- Accumulated debts due to the passing of his grandmother and uncle.
- Currently resides in Banilad with his family. He is the eldest of two siblings.
- Highly motivated to learn and committed to meeting the company's standards.
- Aware that iPloy places a strong emphasis on adhering to protocols and policies.
- Known for being flexible and consistently receiving positive feedback for his work.
- Expected salary package: 18-21K.
- Available to start immediately.

**Result**

**Passed**

**Failed**

**Keep in Pool (Ben)**

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

**No Show**