

INTERVIEW ASSESSMENT FORM

DATE TODAY: **11/30/2024**

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:	Jenny Keziah Rodriguez	Nickname:	Jenny
Position Applied	CSR-Voice	Marital Status	Single
No. of Kids:	0	Age	21

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 Barbie Joy Manla - 3896	<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	35	Accuracy	100	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	12k-15k	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
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

HR Interview

Interviewer:	Trina	Date Interviewed:	11-30-24
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Remarks:

- can work onsite> okay with any working schedule (regardless of the time)> willing to undergo PEME
- comms: average> can converse, average tone, grammar errors observed, looking for words, tries her best to explain or speak well
- no work experience
- address: Originally from Samboan but currently boarding in Sambag 1> here in Cebu to look for better opportunities> Mom: housewife; father: farmer> only child
- Educ: 2nd-year undergraduate> financial issues> also had to take care of her mom who got sick> has plans to pursue college if given the opportunity but her focus right now is to look for a job to be independent and to support herself as well. She was also a working scholar to support her education and her aunt helped her as well. She was offered another opportunity in Dumaguete but chose to stay in Cebu to continue her studies in the future and look for a BPO company as well.
- BPO: encouraged by her friend> can improve her skills> compensation as well> She expects to meet challenges but she will adapt and learn from it
- iploy: Saw ad on FB> referred by Barbie Manla> that it offers good training and competitive salary as well
- claims to have no attendance issues and can assure to provide a good attendance even as a beginner in the industry
- commitment: long-term> over a year> sees herself as a working student
- expect: will do her best to adapt and learn things> provide good service to the customers
- has asthma> recently went to the doctor and was told that it is now manageable> triggered by seafood> currently taking prescribed vitamins
- can start anytime

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

Interviewer:	Iris	Date Interviewed:	November 30, 2024
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Comms: 5/10 - pleasng personality
NO BPO exp

- Referred by her friend Barbie Joy Manla and discovered the hiring through Facebook.
- Interested in the role due to the fixed days off, competitive compensation, benefits, and opportunities for training and experience.
- Stopped schooling in December 2023 (2nd-year undergraduate) due to financial challenges. Needed to care for her senior citizen parents, but her cousins are now assisting with their care.
- If her cousins are unable to continue helping, she plans to hire someone or relocate her parents to Cebu City so she can care for them during the mornings.
- As an only child, she feels a strong responsibility to manage finances and cannot afford to be unemployed.
- Her parents are aware of her application and support her decision to expand her learning. While initially hesitant about her living alone in the city for the first time, they have agreed.
- Previously lived with her aunt while studying, but returned to her province due to family issues and tuition concerns.
- Currently renting alone in Sambag 1.
- Believes she is hireable due to her prior experience serving students as a librarian.
- Assures that her traits and skills will benefit the company and is committed to staying long-term.
- Dedicated to learning and familiarizing herself with the company's processes.
- Ensures that all the information she has shared is true and accurate and acknowledges that any dishonesty may impact her employment if discovered.
- Expected salary: Basic Pay 13K–15k; All-in 17k.
- Available to start immediately.

Result



Passed



Failed

Keep in Pool (Ben)

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

No Show