

INTERVIEW ASSESSMENT FORM

DATE TODAY: 03/12/2024

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:	Keith Perez	Nickname:	Keith
Position Applied	CSR- Voice	Marital Status	Single
No. of Kids:	n/a	Age	34 yrs old

Source of Application:

<input type="checkbox"/> WALK-IN	<input type="checkbox"/> FACEBOOK	<input type="checkbox"/> JOBSTREET	<input checked="" 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	37	Accuracy	97	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Expected Salary	B:22k P:25k	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
Optum (BPO)	September 2023 – March 2024; 6 months	Healthcare	B: 22k P:25k	Mandated RD OT
Concentrix (BPO)	February 2022 – August 2023; 1 yr and 7 months	Sprint	B: 15, 500 P: 22k	The account was dissolved, and some agents were reprofiled to T-Mobile. He waited to be reprofiled for one month but decided to resign since only a month of floating time is covered.
Convergys (BPO)	September 2018 – April 2021; 2 yrs and 7 months	Intuit QuickBooks	B: 15, 500 P: 22k	He was reprofiled to a retail account after his account was dissolved. He did not accept the offer because it required him to relocate to Bacolod City.

HR Interview

Interviewer:	Hanna	Date Interviewed:	02/12/2024
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Remarks:
 Can was and okay with PEME.
 Average communication skills and can express himself clearly
 From Brgy. Luz
 Has a 9-year-old child and is on the maternal side, residing in Tisa
 Practicing co-parenting
 High school graduate (old curriculum)
 Mother is a housewife; father is an on-call private driver
 Submitted his application through Mynimo, but not referred
 No underlying health issues
 Previous attendance was excellent

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

Interviewer:	Angelo	Date Interviewed:	03/12/2024
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Remarks:

Comms 5.5/10 Over 4 years BPO experience. Average comms, minor grammar errors observed, average English fluency. Optum - healthcare; check insurance coverage, requests Auth, claims and etc. (more related to Auth role). Can do better doing outbound, I do not recommend inbound role for this applicant. Left Optum due to mandatory OT. Claims no issues with attendance, can start asap.

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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