



INTERVIEW ASSESSMENT FORM

DATE: 8/22/2019

APPLICANT'S COMPLETE NAME: Janice Anyhay Palaca Anyhay  
 NICKNAME: Janice  
 AGE: 29 yrs. old  
 POSITION APPLIED: CSR - voice / Non-voice  
 MARITAL STATUS: Single w/10 kids  
 OTHERS: Terrence (charitable busynes)  
youngster brother & sister - still studying  
F - No Idea  
M - OFW

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

TYPING TEST: WPM 72 ACCURACY 95 PASS  FAIL  Expected Salary 18k - 20k Availability ASAP

A. IS THE APPLICANT PREPARED FOR THE INTERVIEW?  
 PRESENTABLE YES  NO  AVERAGE

B. COMMUNICATION SKILLS  
 EXCELLENT  SATISFACTORY  NEEDS IMPROVEMENT

C. WORK EXPERIENCE (Latest 3)  
 COMPREHENSION SKILLS  
 EXCELLENT  SATISFACTORY  NEEDS IMPROVEMENT

EMPLOYER	EMPLOYMENT DATE	ACCOUNT	ALL-IN SALARY	REASON FOR LEAVING
KMC Mag Solutions	August 2017 - Feb. 2018 (6 mos) (BPO)	Pivotal	18k	- Working student at this time - Did not accept reorganization & conflict of school work & school.
Sykes	April 2016 - April 2017 (1 yr)	AT&T	17k	- Continue Studying

HR Interview  
 Interviewer: Karen  
 Remarks: - Graduated already! looking for a company where she can stay long term.  
 Result:  Passed  Failed

OM/OD Interview  
 Interviewer: DLR  
 Remarks: Good comm. skills. Followed out perfectly. Clean. That she doesn't have any ~~major~~ issues. No red flags.  
 Result:  Passed  Failed

Client Interview  
 Interviewer:  
 Remarks:  
 Result:  Passed  Failed

Job Offer  
 Result:  Accepted  Declined  
 OM/OD Signature & Date: 8/22/2019  
 HR Signature & Date: 8/22/2019

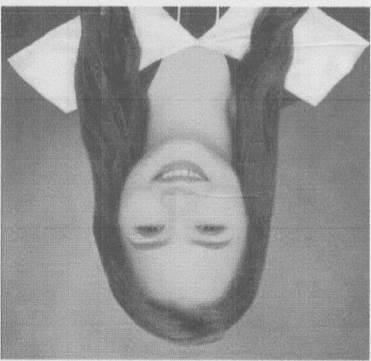
**JANICE A. PALACA**

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(032) 344-8264



## **OBJECTIVES**

- To obtain an entry level position within a reputable firm requiring my abilities and skills where extensive experience will be further developed and utilized and to work in a big company and be part of them.
- To attain a position in one of the reputable companies where I can enhance my communication skills, capacity to deal with strenuous situations, ability to cope up with new environment and training experience.
- To work hand – in – hand with my colleagues and all company personnel to attain the company's vision, mission, goals and objectives.

## **EDUCATIONAL BACKGROUND**

### **Tertiary:**

Cebu Eastern College  
Bachelor of Science Development Communication  
(2014-2019)  
Leon Kilat St. Cebu City, Philippines

- Film Maker and Producer
- Scriptwriter
- Multimedia and Design
- Photographer

### RELATIVE COURSEWORK

- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Works well under pressure and follow through on items to completion.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective and multi-tasking.
- Excellent communication skills, both written and verbal.
- Willingness to work at flexible schedule.

### SKILLS AND COMPETENCIES

- Adobe Premiere
- Adobe In-Design
- Adobe Audition
- Power Point Presentation
- Microsoft Word
- Microsoft Excel

### COMPUTER SOFTWARE SKILLS

Tejero Elementary School  
 (2004-2010)  
 MJ Cuenco Ave. Cebu City, Philippines

#### Primary:

Tejero National High School  
 (2010-2014)  
 MJ Cuenco Ave. Cebu City

#### Secondary:

## SEMINARS ATTENDED

- Community Bayanihan Award
  - Leadership Training Seminar
  - MDG and Beyond: Promoting Collaboration
  - Governance in the Barangay
  - Communication and Journalism:  
Kinds of stories and the art of interviewing
- December – 2013  
February – 2014  
March - 2015  
October - 2015

## SPECIAL INTERESTS

- Lihok Juan Documentary Film Competition 2019  
produced "GINUKURAY" awarded as Best in Cinematography
- School Paper Publication Writer 2018
- Disc Jockey – DYCE Campus Radio 2018
- Lihok Juan Documentary Film Competition 2016  
produced "Fractured Family"
- Lihok Juan Documentary Film Competition 2015  
produced "True Colors"

## WORK EXPERIENCES

Part-Time English Secondary Language Teacher  
Golden Great Peak Inc,  
Banalad, Cebu City, Philippines  
September 2018 - present

On-the-job trainee  
Metropolitan Cebu Water District  
Cebu City  
November 2018 - January 2019

**Support Staff**

KMC MAG Solutions Inc.

I.T Park Cebu City

August 2017 - February 2018

**Customer Service Representative**

Sykes Asia Inc, Synergis Building F. Cabahug Street, Mabolo, Cebu City 6000

April 2016 - April 2017

## CHARACTER REFERENCES

**Miss Emma Cunado**

ESL Teacher in Golden Great Peak Inc.,

+63 905-485-3698

**Miss Ellen King**

Instructor of the Development Communication

Department in Cebu Eastern College

+63 995-473-7412

**Dr. Ruth G. Mercado**

Dean of the Development Communication

Department in Cebu Eastern College

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