

INTERVIEW ASSESSMENT FORM

DATE: 11/12/2019

APPLICANT'S COMPLETE NAME: Melva Taneva Ruben NICKNAME: Melva
 POSITION APPLIED: HR Admin / CSR MARITAL STATUS: Single w/o kid AGE: 21
 WALK-IN FACEBOOK JOBSTREET MYNIMO REFERRAL, pls. specify: Michelle Yu OTHERS: _____
 M - Housewife
 F - Politician (Paraguay Captain) San Fernando
 visits: end child
 ↳ roommate (iplay)

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

TYPING TEST: WPM 90 ACCURACY 96 PASS FAIL Expected Salary 1k 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
ZRC Training Center	Feb. 2019 - present (10 months)		9k-10k	- Career growth - Better Salary Compensation

HR Interview

Interviewer: Karen Date interviewed: 11/12/2019

Remarks: - Flexible ; can work graveyard shift - still connect w/ current employer but if hired willing to immediately resign (already submitted resignation)
- can handle pressure

Result Passed Failed

-take marital but indefinite decision

OM/OD Interview

Interviewer: Ally G. Doe Date interviewed: _____

Remarks: Good deservient - know how to balance the needs of the employee and company. No other issue.

Result Passed Failed

Client Interview

Interviewer: _____ Date interviewed: _____

Remarks: _____

Result Passed Failed