

INTERVIEW ASSESSMENT FORM

DATE: 1/31/2020

Do you have any travel plans? Yes No

If Yes, Where? _____ When? _____ Purpose _____

Do you have pending cases? Yes No

If Yes, What kind of case? _____

APPLICANT'S COMPLETE NAME: Jaya Mari Donlay Alburca NICKNAME: Jaya

POSITION APPLIED: CSR MARITAL STATUS: single w/ 1 kid AGE: 22

WALK-IN FACEBOOK JOBSTREET MYNIMO REFERRAL, pls. specify: Argao OTHERS: _____

Originally from Argao (Lapay) Reading in Lapulapu but will be moving to Panaytayit 2yrs in the future Mother is taking care of child (Facebook friend) Jheno Mollejon

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

TYPING TEST: WPM 36 ACCURACY 96 PASS FAIL Expected Salary 20k-up 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) *→ As per her, her mom is the one taking care of her daughter in her hometown* *it's a seasonal account but she wants a permanent account*

EMPLOYER	EMPLOYMENT DATE	ACCOUNT	ALL-IN SALARY	REASON FOR LEAVING
Concentrix	Jan 2019 - Sept 2019 (9 mos)	Pearson (Educational Acct)	22K	→ Seasonal account → Floating status after the peak season was reprofiled to Amazon but still
The Results Companies	June 2016 - Dec 2018 (2 years 6 months)	Concert then Sprint	20K	→ Her younger sister died due to brain cancer, can't focus on work & doesn't want to compromise her job for she needs sometime to move on
Teleperformance	March 2016 - June 2016 (3 mos)	Expedia	16,500K	→ Part time only

HR Interview

Interviewer: Niegel Date Interviewed: 1/31/2020

Remarks: *→ Good Comm Skill*
→ Long term goal & still open for a higher position
→ claim she can adhere w/ schedule, claims to be flexible, passionate in terms of work & knows how to manage time
- I find her reasons for leaving previous employer valid (For me only)

Result Passed OM/DM @ 1:15 AM Failed

OM/OD Interview

Interviewer: Whe Date Interviewed: _____

Remarks: *Sept 2019 - present took care of baby in Argao. Claim that she rarely gets sick. Good for voice. Good comm skills.*

Result Passed Failed

Keep in Pool (Ben) Keep in pool (Initial interview and OM/DM interview) No Show