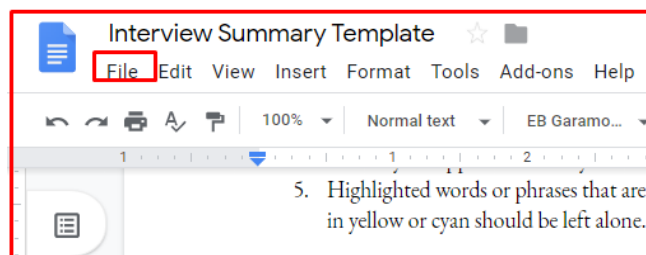


Notes

1. The template section of this file starts below the line “**Start of Interview Summary Template**”. The text above the line are notes and instructions that should be deleted.
2. Make a copy of this file for your interview rather than using this file. You may follow the guide below.
3. Highlighted words and phrases in **yellow**, that are within square brackets “[“ and “]”, are variables that should be replaced with another value or deleted completely.
4. Highlighted words and phrases in **cyan**, that are within square brackets “[“ and “]”, are instructions that should be deleted completely once you have followed the instructions given that they are applicable. If they are not applicable, simply delete them.
5. Highlighted words or phrases that are **not within square brackets** “[“ and “]” that are neither in yellow or cyan should be left alone.

How to make a copy of this file

1. Within this Google Docs’ user interface, click “File”.



2. Click “Make a copy...”.
3. Under “Name”, delete the text.
4. Change the file name by following the syntax below — delete the quotation marks, delete the square brackets “[“, “]”; and replace the highlighted variables with the proper values.
 - IF you are the 1st interviewer, THEN the file name should be
“[Applicant’sFullName]’s Interview with [FirstInterviewer’sFullName]”
E.g. Juan Dela Cruz’s interview with Maria Gonzales
 - IF you are the 2nd interviewer, THEN the file name should be
“[Applicant’sFullName]’s Interview with [SecondInterviewer’sFullName] and [FirstInterviewer’sFullName]”
E.g. Juan Dela Cruz’s interview with Maria Gonzales and Jose Villareal

Delete all text above, including the line “**Start of Interview Summary Template**”.

-----Start of Interview Summary Template-----

Applicant: [Applicant'sFullName]

Position: [Position'sJobTitle]

Skype: [Applicant'sSkypeName]

Email: [Applicant'sEmailAddress]

Other relevant documents

1. Resume. [Hyperlink the word "Resume." with the applicant's resume]
2. OnlineJobs.Ph. [Hyperlink the word "OnlineJobs.Ph." with the applicant's OnlineJobs.ph profile]
3. Goals, Career Development Plan, Strengths, Weaknesses and Skills. [Hyperlink the phrase "Goals, Career Development Plan, Strengths, Weaknesses and Skills." with the applicant's Goals, Career Development Plan, Strengths, Weaknesses and Skills]
4. [Place other relevant documents here that are hyperlinked to their URL]

-----2nd Interviewer-----

[If there is no 2nd interviewer, delete all text between and including the "2nd Interviewer" line until the "1st interviewer line"]

2nd Interviewer: [SecondInterviewer'sFullName]

- [ScoreFrom1to10] /10 English proficiency
- [ScoreFrom1to10] /10 Grammar when speaking
- [ScoreFrom1to10] /10 Pronunciation
- [ScoreFrom1to10] /10 Speed when speaking
- [ScoreFrom1to10] /10 Sentence structure

Pros

[Before your interview, list down, in bullet form, the positive qualities, relevant work experience, and remarkable details that you observed within the applicant's submitted documents]

[After your interview, list down, in bullet form, the positive qualities, relevant work experience, and remarkable details that you observed during the interview]

Cons

[Before your interview, list down, in bullet form, the negative qualities and problematic details that you observed within the applicant's submitted documents]

[After your interview, list down, in bullet form, the negative qualities and problematic details that you observed during the interview]

Decision:

[After your interview, write “Heck, Yeah.”, “Maybe.”, or “No.” depending on your overall assessment of the applicant]

Interview Questions

What’s the most challenging experience you’ve had with working remotely?

What do you do to overcome it?

Yes or no: are you fine with starting on \$3 per hour?

If no, why do you think you’ll be able to produce more than \$3 per hour of value in your first month?

What don’t you want to see in a company you’re working for?

How does a business make money?

If you’re not given enough work to do, what do you do?

If you’re told to do something outside of the job description, what do you do?

-----1st Interviewer -----

1st Interviewer: [FirstInterviewer’sFullName]

- [ScoreFrom1to10] /10 English proficiency
- [ScoreFrom1to10] /10 Grammar when speaking
- [ScoreFrom1to10] /10 Pronunciation
- [ScoreFrom1to10] /10 Speed when speaking
- [ScoreFrom1to10] /10 Sentence structure

Pros

[Before your interview, list down, in bullet form, the positive qualities, relevant work experience, and remarkable details that you observed within the applicant’s submitted documents]

[After your interview, list down, in bullet form, the positive qualities, relevant work experience, and remarkable details that you observed during the interview]

Cons

[Before your interview, list down, in bullet form, the negative qualities and problematic details that you observed within the applicant's submitted documents]

[After your interview, list down, in bullet form, the negative qualities and problematic details that you observed during the interview]

Decision:

[After your interview, write "Heck, Yeah.", "Maybe.", or "No." depending on your overall assessment of the applicant]

Interview Questions