Data Entry Clerk Script

The interview is divided into 5 sections—Greetings, Previous Work Experience, Technical, Education, Personal, and a QnA section for interviewee-initiated questions. The questions are numbered, and variations of the questions are in the sub bullet points labelled alphabetically and more variations can be added. Note: Anything between {{ }} implies a placeholder for any information extracted from the participant response. For example, if a participant responds with "math" to the question that asks about their favorite subject, the placeholder {{subject}} is replaced with "math". Anything within { } is value from the system, for example, *greetingTime* could be morning or afternoon based on the time of day. The sub-bullets 'a', 'b', 'c', …, are follow-up questions if the user answers "yes" or "no" or responds to a question which has follow-ups.

Greetings

> **greetingTime ← {morning, afternoon}**
> **personName← {participant name}**
> **interviewerName← {pre-defined names in CIRVR}**

1. Good {greetingTime}, {personName}! Thank you so much for coming in. My name is {{interviewerName}}, and I am the supervisor for this department and will be conducting this interview for the position of a Data Entry clerk.
   Variations/alternatives:
   a. My name is {{interviewerName}}, and I am the supervisor for this department. I will be interviewing you for the position of a Data Entry Clerk.
   b. My name is {{interviewerName}}, and I am the department supervisor,and I will be conducting this interview for the Data Entry Clert position. Thank you for coming in for this interview.

2. Today, I am going to find out if your experience and interests will mesh well with our company, and in the process, you can learn more about our organization and the job. Does that sound good?
   a. I'd like to learn more about your background. Then I want to share information about our organization and the job. Shall we begin?
   b. I want to learn more about you and talk about what we do here at our organization. Does that sound good?
3. Alright, let's begin.

Previous Work Experience

4. Before getting into some questions about the position, tell me, do you have any past work experience?"
   a. Have you had any other jobs before this interview?"
   b. What other jobs have you worked before?

   If user responds with a Yes →
5. Great. What did you best like about the job?
   a. "What did you learn from this experience?"
   b. "What was one thing you learned from this job experience?"
6. What challenges did you face?"
   a. "What do you think was challenging about the job?"
   b. "Was there any part about the job that you find challenging?"

   If user responds with a No→ Move to Question 7.

Technical

7. Alright, now some technical questions about the position that you are interviewing for. Do you have any experience using word processing software such as Microsoft Word or Apple Pages, and if so, which ones have you used?
    a. The first question is: yes or no, do you have any experience using a word processing software such as Microsoft Word or Apple Pages?
    b. Yes or no, have you ever worked with word processing software such as Microsoft Word or Apple Pages?

    If user responds with a No → Question 8

8. That's okay. We can provide training in these tools.
    a. We can provide training in that area.
    b. We can help bring you up to speed.

    If user responds with a Yes or names a wordProcessor→Question 9
    wordProcessor← userResponse with Word or Apple Pages

9. Excellent. How would you rate your skill with {{wordProcessor}}?
    a. What would you say is your skill level using {{ wordProcessor }}?
    b. How proficient are you using {{ wordProcessor }}?

10. That's great. How long have you been using word processing software?
    a. How many hours per week do you spend working with word processing applications?
    b. About how many hours do you spend working in word processing applications each week?

11. Do you have any experience using spreadsheet software such as Microsoft Excel or Apple Numbers, and if so, which ones have you used?
    a. Have you previously worked with object-oriented programming languages, and if so, which ones?
    b. Have you previously used object-oriented programming languages, and if so, which ones?

    spreadSheetSoftware ←userResponse – Excel or Apple Numbers or Google Spreadsheets

    If user responds with a No → Question 12

12. That's okay. We can provide training in these tools.
    a. We can provide training in that area.
    b. We can help bring you up to speed."

    If user responds with a Yes or names a software →Question 13

13. That's great, and how proficient are you with {{spreadsheetSoftware}}?
    a. How proficient are you at programming in {{ spreadsheetSoftware }}?
    b. How skilled are you at programming in {{ spreadsheetSoftware }}?

14. Great. How long have you been using spreadsheet software?
    a. "How long have you been using spreadsheet software?
    b. How long have you worked with spread sheet applications?

15. How many hours per week on average would you normally spend entering data into spreadsheets?
    a. Each week, about how many hours would you typically spend entering data into spreadsheets?
    b. How much time do you think you spend entering data into spreadsheets each week

    userResponse ← hoursPerWeek

    If user responds with a number >15 → Question 16

16. Perfect. {{hoursPerWeek}} hours per week aligns well with the requirements for this role.

If user responds with a number <=15→ Question 17

17. Would you be comfortable working with spreadsheets for at least 15 hours per week?
    a. How would you feel about working with spreadsheets for at least 15 hours per week?
    b. Would 15 hours per week of working with spreadsheets be something that you would be willing to do?
18. Please tell me about a project that you effectively worked on with a team of other people. What skills did you learn from this experience?
    a. Tell me about a team-based project that you worked on and about the skills you developed based on that experience.
    b. Please tell me about a team project that you worked on and tell me about skills that you acquired as a result.
19. Alright, lets test your knowledge with a technical quiz. Are you ready?
20. White Board Quiz. Please see Whiteboard Questions – Technical on Page…

Education

21. Now let's move on to questions about your educational background.
    a. Let's now talk about your educational background.
    b. We'll now move on to a discussion of your educational background.
22. What subject did you most enjoy in school?
    a. What was your favorite class in school?
    b. What course did you most enjoy in school?

subject← userResponse - Math, Science, History, Art, etc.

23. Could you tell me a bit more about why {{subject}} was your favorite subject?
    a. Why was {{subject}} your favorite subject?
    b. Could you please tell me more about why {{subject}} was your favorite?
24. And what kinds of grades did you get in your classes?
    a. What were your grades like in school?
    b. How were your grades in school?
25. Did you participate in extracurricular activities in school? If so, which activities?
    a. In school, did you participate in extracurricular activities? And if so, which activities?
    b. Were there extracurricular activities that you participated in? And if so, which activities?
26. I would like to quiz you now on your general knowledge, are you ready?
    a. Are you ready to look at some general questions?
    b. look at the board, ready?
27. Whiteboard Questions section. Please see Whiteboard Questions – Education on Page …

Personal

28. Good job let's move on. Just a few more questions. What would you say is your greatest personal attribute?
    a. In your opinion, what is your single greatest strength?
    b. What do you believe is your greatest personal attribute?
29. Great, thank you. Next, what attribute about yourself do you think could be most improved?
    a. In your opinion, what attribute about yourself could be most improved?
    b. What attribute of yourself do you believe is could be most improved?
30. How well do you think you're performing in this interview right now?
    a. How do you feel this interview is going?

b. Do you think you are performing well in this interview?

31. White Board Question: Alright, now let's do a quick exercise with the whiteboard, on it you will see a list of adjectives on the board. Please choose the three best options that describe your ideal company.

    Q. Describe your ideal company using only 3 adjectives from the following:

    Relaxed, Creative, Strict, Nurturing, Motivating, Innovative, Respectful, Stressful.

32. What is the best advice from a mentor you have ever received?
    a. What advice did your mentor give you.
    b. What advice did a person you looked to give you?
33. What is your ideal work environment?
    a. What do you see when you envision yourself in a work environment?
    b. What would make you happy to come into work?
34. What is your process in making difficult decisions?
    a. What steps might you take to make a difficult decision?
    b. How might you overcome a difficult decision?
35. Talk about a time that you were out of your comfort zone. How did you handle it? Was it on purpose?
    a. When have you gone out of your comfort zone?
    b. Tell me about a specific time you left your comfort zone, how did you deal with it?
36. We are in a meeting with a Senior Vice President, and I make a mistake when telling him a revenue number, you notice the mistake, what would you do?
    a. Would you correct me if I made a mistake?
    b. Do you call out peoples mistakes often?
37. Tell me about a time you had to deal with a difficult team member.
    a. How do you deal with difficult team members?
    b. When have you had to deal with a difficult team member?
38. Tell me about a time you had to manage change.
    a. Have you ever had to manage change? Tell me about it.
    b. Have you ever changed yourself?
39. Tell me about a time you have worked with a diverse group.
    a. How do you handle people different from yourself?
    b. Do you find it difficult to handle different types of people?
40. In your opinion was this group successful, if so, why?
    a. Do you think that this group was successful?
    b. What about this group was successful or unsuccessful?
41. Alright. On a separate topic, do you have a driver's license?
    a. Do you currently have a driver's license?
    b. Will you be driving to work every day?

QnA

42. Alright that was the last question. Do you have any questions for me?

    Yes→ Participant asks question → Interviewer responds → Loops back to Question 40 until suer says no.

    No→Question 41 (more like dialogue 41)

43. Thank you for coming in today! Please have a great day.