Alma:
Hello, my name is Alma Padilla. I'm with the HR department of Premiere Digital Services. I will be interviewing/briefing you about the position. Before we proceed, it's a written interview and it's going to take 30-45 minutes. Are you fully available?

Me:
Hello Alma, I am fully available. Nice to meet you!

Alma:
Premiere Digital Services, Inc. operates as a digital media distribution and software company. We offer cloud-based digital asset delivery and content optimization solutions that enable content ingestion, preparation, management, and distribution of media assets to mobile and broadcast markets. Premiere Digital Services serves media and entertainment industry worldwide.
We are located in 5900 Wilshire Blvd Suite 1700 Los Angeles, CA 90036 United States. We also have a branch in Stamford, CT and Bangalore, India. Incorporated in 09/05/2008. We are a trusted media service and software solutions partner for content owners, video distributors, digital retailers, broadcasters, subscription video and ad supported platforms. We simplify the complexities of content distribution, supply chain and digital storefront management and provide flexible B2B technical SaaS solutions and managed services for media assets

Me:
Right by LACMA, very neat! I had thought the company was in an interesting sector, as well, software as service to assist companies with media assets. Excited to learn more.

Alma:
Tell me about yourself

Me:
Sure!
I'm from CA originally, actually, I lived near there for a while. Now I am out in the EST time zone (though I was excited to see a chance to work remotely with an LA-based company). I have several years of experience in supply chain/physical asset management/warehouse management, as well as some prior office jobs, customer service experience, some sales, et cetera.

In the last year or so I have been learning more about software, networking, and technology, with an eventual eye to working in the tech sector. This is part of why your company's job opening caught my attention; based on the posting, I think I am a good fit for the responsibilities, and I am not afraid of having to learn something new to do the job--in fact, I love learning, and I prefer a job where I have to pick up and integrate new information. I also have experience designing curricula and moderating conversations on diversity, inclusion, and conflict resolution, dialogues which are more difficult in a digital medium, but no less essential.

If you have my resume, I'd be happy to answer any further questions based on that information as well. Please feel free to ask for clarification!

Alma:
What are your strengths and weaknesses?

Me:
Biggest strength, I would say, I am very attentive to people. I am good at building rapport, have tried and true experience teaching people with a variety of different backgrounds, and quickly get a sense for individuals.

Biggest weakness, I am not a naturally organized person, and being a teacher does require a lot of organization! I have had to develop a rigorous system of physical and digital calendars, journals, and notepads, and I am a big believer in taking notes by hand.

I'm very conscientious (another strength! and a weakness!) so I always end up taking extra time to re-check and re-confirm information, take notes when I can. I am willing to take the extra time to do a task well, but it sometimes can take me extra time.

Despite that, I am also a very quick study; I learn fast, and I am good at communicating what I've learned in a concise and easy-to-understand format. Once I know that all my information is correct, I work quickly and to a very high level of quality.

Alma:
How would you describe your skills/experience?

Me:
I would say the clearest throughline of my resume is that I am an excellent student, with the ability to pick up any new knowledge or skills a position requires on the fly. I love to work with people and I have extensive experience working with the public. I am also very tech-savvy, and am comfortable learning new programs, systems, and workflows, with a knack for passing that information on to other people. I have spent many years working with lots of people from lots of different places and sectors. And I am fun to work with!

Alma:
What task was too difficult for you, and how did you resolve it?

Me:
Applying for a visa to live in another country was a daunting prospect. I wanted to spend some time in Europe, but I hadn't the faintest idea of where to begin, and at the time, I wasn't very confident in my ability to coordinate multiple nested deadlines and complete a series of complicated tasks. I only had six months to jump through a bunch of different international administrative hoops! I didn't know where to begin, and I didn't know the first thing about visas, or traveling abroad.

I approached the situation by thinking of it as a puzzle; what tools did I have at my disposal? What did I need in order to achieve my goals? I studied government websites, read travel blogs, and struggled through page after page of visa requirements. I started keeping a bullet journal, and a calendar, to help me keep track of the prerequisites and deadlines at the consulate. I found that, the more I updated the bullet journal, the more closely I kept track of what I needed to accomplish, the more time I felt like I had! Sort of a reverse Zeno's Paradox.

Me: (cont)

In fall of ▮▮▮▮ I successfully applied for and received a visa to travel to the EU. I kept the bullet journal, and the calendar; these are habits that I still have today. I'm no longer daunted by the idea of having to tackle something big, complicated, and time-sensitive!

Alma:

That's awesome. Tell me about your experience working remotely. What do you feel is important to make sure the work gets done efficiently?

Me:

Great question, and one I really wanted to think on. Working remotely the last three years, I have found that the most important thing is having a set of goals to prioritize for each day, and being able to complete those goals at a high, repeatable level of quality. If I work to a well-organized set of goals, I produce consistent results and regularly exceed my expectations, while not being bogged down on bad or busy days.

Of course, the other important thing is to have external motivation. When I work remotely, I work with other people, and other people rely on me to do things for them. That personal connection is inherently motivational, even in a remote office!

Alma:

You will be required to:

1.Administer compensation and benefit plans

2.Assist in talent acquisition and recruitment processes

3.Conduct employee onboarding and help organize training & development initiatives

4.Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise

5.Promote HR programs to create an efficient and conflict-free workplace

6.Assist in development and implementation of human resource policies

7.Undertake tasks around performance management

8.Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates

Can you handle all of these duties effectively ?

Me:

I can.

Alma:

Thank you for your time. If hired, you will undergo a three days training and orientation. To follow up our conversation, fill the assessment below to complete the session.

https://docs.google.com/forms/d/e/ 1FAIpQLScCpGzyYF4HmtNDqzg6KPLW3xHJ76_YdIV79JJ3Y1IYOaKrmg/viewform

Kindly let me know as soon as you complete the assessment.

Premiere Digital Services Assessment
https://docs.google.com

Great, thanks very much for the consideration, Alma. I've submitted the assessment.
Are there any other questions I can answer for you?

Alma:

Great! I will put your interview answers up for consideration. Be on the lookout for an email from us, that will be all for now. Thank you

Me
Fantastic. Have a great afternoon