

## **\*\*\_\*\*Meeting Notes for Office Assistant Position Interview\*\*\_\*\***

### **\*\*Abstract Summary\*\***

Meeting notes from an interview for the office assistant position. The applicant, Lisa Green, discussed her experience, skills, and fit for the role. A brief overview of the interview is provided below.

### **\*\*Key Points\*\***

- Introduced self and confirmed job application for office assistant position.
- Shared relevant work experience as an assistant for two years, involving phone answering, email writing, and file organization.
- Demonstrated proficiency in Microsoft software (Word and Excel) and computer skills.
- Expressed willingness to work full-time (Monday to Friday) and highlighted strengths as hard working, friendly, and careful.
- Confirmed willingness to work standard office hours (9am to 5pm).

### **\*\*Action Items\*\***

1. Arrange interview with hiring manager to discuss next steps (HR – Schedule interview – Within one week).
2. Follow up with applicant to provide salary information and answer any additional questions (HR – Send salary information – Within two working days).

### **\*\*Sentiment\*\***

The meeting had a positive tone as the applicant seemed enthusiastic and genuinely interested in the office assistant position. Her relevant work experience and skills made her a strong candidate for the role. A follow-up with the hiring manager is required to move

forward.