

****Meeting Summary: Job Interview for Office Assistant Position****

****Executive Summary**:**

Lisa Green, a candidate for the office assistant position, was interviewed by an executive to assess her qualifications and suitability for the role. The interview covered her previous work experience, computer skills, availability, strengths, and questions about the job.

****Key Discussion Points**:**

- * Previous work experience as an assistant for two years
- * Job responsibilities included answering phones, writing emails, and organizing files
- * Proficiency in computer skills, particularly Word and Excel
- * Availability to work full-time (Monday to Friday) from 9am to 5pm
- * Importance of organization and teamwork in the role
- * Salary for the position, which is \$4,000 per month

****Decisions**:**

No hiring decision was made during this extract of the meeting. The purpose of this meeting was to assess the candidate's qualifications for the position.

****Action Items**:**

- HR Department: Review Lisa Green's application and conduct further assessment (by end of day).
- Hiring Manager: Follow up with Lisa Green to schedule a skills assessment and discuss further (by end of week).
- Lisa Green: Prepare for the skills assessment and be available for further interviews (as scheduled).