Interview Basics

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Introduction

Welcome to the Bloxton Hotels' Basic Interview Procedures document. First and foremost, congratulations to any LR that has made it to the Head position. You should be incredibly proud of yourself for receiving this prestigious role. The first week of being an MR can be very difficult, especially getting used to interviews! This document has been created to help aid you with your first couple of weeks getting used to our interview procedures. This guide was made to help assist our new MRs on how to properly interview guests and a step-by-step introduction on how to interview. I highly recommend reading over this document word-by-word, as this will assist you greatly when you embark on your journey as an MR and as an interviewer! **If you are currently not aware, leaking this document will result in an **immediate termination** from your respective position**, so please do not distribute this document to anyone outside of the MR/HR Team. If you have any questions, please message a Middle-Rank or a High-Rank for assistance. Keep in mind, every interview session will be different depending on the server host. Every host has a different hosting style, so make sure you follow their instructions through the PMs they send to ensure transparency.

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Before the Session Begins

If you are planning to attend an interview session, you can join no earlier than 30 minutes before the session begins. For example, if an interview session is at 2:00, you can only join around the times of 1:30 - 2:00. You cannot join at 1:15, 1:10, and so on. The limit of MRs that can join an interview server is 10 MRs per server. This would be a first come first served bias. Once you have claimed a spot in an interview server, you should go to the interview doors and STS with your fellow Middle-Ranks. After that, you can either go AFK until the session begins or answer any

questions interviewees may have until the session begins. If you notice any suspicious behavior, individuals committing major offenses, individuals trolling, and more, you should notify the server host immediately of their wrongdoings to get them permanently banned or kicked from the server. If you do not do this simple task, you could risk getting these individuals a staff position. We do not want guests who commit such offenses as staff. If you are interested in server-hopping to another server or leaving, you must get permission from the server host to go. This is to ensure the server host knows where you are going.

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Background Check

Depending on the server host, you will be conducting a background check for all interviewees before the grammar test or during it. During the background check, you will be required to check every interviewee's account age to ensure it is above 15 days old. If that account's age is under 15 days old, then they should get removed from the server with the reason "Potential Threat". If their account age is above 15 days, they should get named "Done". To check an interviewee's account age, simply use this command: ":info (USERNAME)". Once you enter that command, you will see when they created their account, how many days old their account is, and more. We conduct this background check to lower the number of trollers that use alternative accounts to abuse their staff positions. If the host does the background check during the grammar test, it's the same procedure, but you'd check their grammar test and account age at the same time.

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Grammar Test

Once the session begins, the server host will first announce the grammar test that all interviewees will be required to take. The grammar test is when the server host will announce a grammatically incorrect sentence that every interviewee will be required to correct. Your job as an interviewer is to check the interviewee's responses to the grammar test. If they get the grammar test incorrect, they should get removed from the server. You should only remove an interviewee if they get 3 grammar errors (This does not include missing commas). If they get the grammar test correct, then they should get named "Done". A sentence such as: "Hello welcome to Bloxton Hotels how may I help you?" would be acceptable. A sentence such as: "hello welcome to Bloxtun hotls how May I help you?" would be unacceptable. Once you are done correcting the interviewee's responses, you should either go to an office or wait back at the door, depending on the host (You will know which one when they send a PM).

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Interviewing

Once the grammar test concludes, you will be sent a PM by your host to pick an office. If you have already been assigned an office or picked one after the grammar test, then you have already completed this. Once you have been assigned or picked an office, the server host will go over some rules and expectations to our interviewees while you get prepared to interview them. The server host will usually take a couple of minutes to complete this, depending on the server host. Once the server host concludes the rules and expectations for the interviewees, they will send out a PM stating that you can begin. Usually after the grammar test, an MR will PM how many interviewees each MR will take or the server host will assign you interviewees. If that happens, you should use that information for how many interviewees you take. To bring an interviewee, you can do two options. Option 1: Do the :jump and :bring method. I recommend using this method if you have been assigned interviewees by your host. Option 2: Click the 'Bring Interviewee' button on the computer screen. I recommend

using this method to bring interviewees. Once you have gotten the number of interviewees needed, you should introduce yourself and ask if the interviewee has any questions. You should not get into much detail about how interviews will work in your introduction, as the server host has already gone over that while you were preparing. Just do a simple introduction and ask them if they have any questions. Here is an example below:

- Greetings! My name is (NAME) and I will be your interviewer for today's session.
- Before we begin with the interviewing process, do you have any questions?
- Splendid, we will now begin this interview! I wish you the best of luck.

After you have finished your introduction, you would then officially begin the interview by asking your interviewee(s) the 6 questions provided below:

- QI) How did you discover Bloxton Hotels?
- QII) Why are you interested in working at Bloxton Hotels? (Provide II+ detailed sentences)
- QIII) What are some goals you have planned for the group?
- QIV) What skills do you have that will benefit you working here? (Provide II+ detailed sentences.)
- QV) What III words best describe you and your personality?
- QVI) Have you had any past experience? If so, what groups?

After you have finished giving them questions, you should go over their answers to ensure you haven't missed any mistakes they made. If they have 0-4 grammar errors, then they should be passed. If they have 5+ grammar errors, then they should fail. Once you finish double-checking their answers, you would state whether or not they have failed or passed! If they pass, you can go over information on what to do once they are ranked, such as attending training, etc. Here is an example of what you can say once they pass or fail:

❖ **Pass:**

- Congratulations! You have successfully passed this interview session due to your exquisite and detailed responses!
- Make sure to attend a training session to gain your official rank, as this rank only proves you've passed an interview.
- You cannot start working at the hotel until proper training at the Training Center.
- Do you have any other questions before you're ranked as an awaiting trainee?
- Splendid! I wish you the best of luck at training!

   ❖ **Fail:**
- Unfortunately, you have failed this interview session due to (*reason*).
- Feel free to try again at a later date! Good luck then!

Once you have stated their status and if they pass, you would either teleport or line them up outside of your office depending on the server host. After that has been completed, you can either wait until you're dismissed or gain permission from the session host to leave. If the session host granted you permission already, then you may leave and the interview session is officially concluded.

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Extra Information

Copy and Pasters:

- Those that copy and paste their answers should not be given a staff position. If you are interviewing someone who is copying and pasting their answers, you are allowed to remove them from the game. If you are not sure if your interviewee is copying and pasting but you suspect them of doing so, then notify the host and they will look into it accordingly. To help aid you with finding copy and pasters, you can use the official copy and paste Google Document. This document has all the copy and pasted answers people use to attempt to pass, so I

highly recommend reading over them when you have the chance.
- **LINK:** [E Copied Interview Answers | Bloxton Hotels](#)

Time Limit for Interviewees:

- Interviewees can only have up to **3 minutes** to respond to questions 2 and 4 and **1 minute** to respond to the rest of the questions you ask them. If they exceed the time limit, you are allowed to remove them from the server.

Grammar Mistakes:

- Interviewees can have up to **5 grammar mistakes (3 grammar mistakes for the grammar test only)**. Once they receive 5 grammar strikes, they should get removed from the server. Keep in mind that this is only in effect once the interview session officially begins. (Read this announcement regarding grammar mistakes if needed located [here](#) (inaccessible))

Sentence Minimums:

- For questions 2 and 4, interviewees are required to answer those questions with at least **2+ sentences**. If your interviewee does not respond to those questions with 2+ sentences after the 3-minute timer exceeds, they should get removed from the server. At times, interviewees usually provide 1 sentence instead of 2, so I recommend reminding them to add another sentence or two if they haven't provided 2 sentences before the 3-minute timer runs out.

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Conclusion

This now concludes the Basic Interview Procedures every MR should know of. I truly hope this document has helped you with interviewing! If not, I would love to hear your criticism of how this document can be improved. If you have any questions, you are more than welcome to message an MR or HR regarding it. I wish you the best of luck as an MR here at Bloxton Hotels!

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