

## PHONE SCREENING INTERVIEW ANSWERS

Question	Answer
<b>Profile ID : OUTA1 Mobile No : 0476240050</b>	2024-10-11 16:31:00
<b>Introduction</b>	
Good morning John Dale, I am calling from Chandler Personnel regarding a job opening that you have applied	<b>Yes</b>
<b>Do you have 10-20 minutes to talk?</b>	
<b>Inform about call recording</b>	
Ok, great! Just to let you know, this call is being recorded for quality and training purposes. <b>Is that okay?</b>	<b>Yes</b>
<b>Call Overview</b>	
During this call, we'll discuss the role, your relevant experience, location preferences, availability, and pay expectations. I will be happy to answer any questions you may have about the position or the hiring process at the end of the call.	
<b>Ask about current employment status</b>	
Can you tell me about your current employment status? And why you are looking for a new position.	<b>oio</b>
Describe the casual role (Refer to the job description on right side) Thanks for sharing with me, So, the role I am calling about is ... Does that sound like something you would be interested in?	<b>ooo</b>
DEMO ADMINISTRATION OFFICER	<b>Job Description</b>
Discuss relevant experience Can you tell me about any relevant experience you have had in the past that would contribute to your success in this casual role?	<b>Consultant : Indika Wijayasinghe Reason for suitability : oo</b>
<b>Medical/Police Check</b>	
Do you have any prior or pending criminal convictions that may affect your application?	<b>No</b>
As per our company policy you are required to have a police check done within the last 3 years. Therefore do you have a valid police check done within the last 3 years?	<b>Yes</b>
If not, are you happy to do one? It will only be taken off your first pay slip (\$49), and we will provide you a copy.	
Do you have any medical conditions that might affect your work or impair your ability to perform manual handling tasks, such as lifting?	<b>o</b>
<b>Inquire about location and travel preferences</b>	
Could you please tell me what is your current location (suburb)?	<b>Broadmeadows</b>
If you are successful in this role, will you be travelling by public transport or driving a car?	<b>oo</b>
How long are you willing to travel for? Example: 30-45 minutes	<b>oo</b>
<b>Inquire about location and travel preferences</b>	
What is your general availability like?	<b>oo</b>
Are you able to work on short notice, and do you have any preferred days or hours?	<b>oo</b>
Are you looking for morning, afternoon or night shifts? (Depending on role)	<b>oo</b>
<b>Address any questions from the candidate</b>	
Now that we've discussed the main aspects of the role, do you have any questions about the casual position, the company, or	<b>ooo</b>



Question	Answer
the hiring process that I can help answer for you?	
<b>Next steps</b> So, John Dale, the next step is to review your application with our hiring team. I will get back to you within 24 hours. If you are successful, I will send you a registration link via email. You can call me on the general line during office hours (8:30am – 5pm, Monday - Friday) if you need any assistance with filling it out. After we have your documents, we will be in touch to organise the next steps.	
<b>Suitable/Unsuitable</b>	<b>SUCCESSFUL</b>
Any Other Comments	<b>ooo</b>

