

PHONE SCREENING INTERVIEW ANSWERS

Question	Answer
Profile ID : OUTA22 Mobile No : 0477881234	2024-10-16 17:06:01
Introduction	
Good morning Ella Y, I am calling from Chandler Personnel regarding a job opening that you have applied	Yes
Do you have 10-20 minutes to talk?	
Inform about call recording	
Ok, great! Just to let you know, this call is being recorded for quality and training purposes. Is that okay?	Yes
Call Overview	
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.	
Ask about current employment status	
Can you tell me about your current employment status? And why you are looking for a new position.	aaaa
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?	aaaa
DEMO ADMINISTRATION OFFICER	Job Description Operational Support: Assist in daily operations, ensuring smooth workflows and addressing any issues that arise. Financial Management: Help manage budgets, analyze financial reports, and assist in financial planning. Project Coordination: Support project management efforts by tracking progress, timelines, and deliverables. Data Analysis: Gather and analyze data to inform decision-making and improve business processes. Communication: Serve as a liaison between departments, facilitating communication and collaboration. Administrative Tasks: Handle administrative duties such as scheduling meetings, preparing reports, and maintaining records. Customer Relations: Address client inquiries and ensure high levels of customer satisfaction.
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?	Consultant : Indika Wijayasinghe Reason for suitability : GOOD aaa
Medical/Police Check	
Do you have any prior or pending criminal convictions that may affect your application?	Yes aaaa
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?	Yes
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?	aaaa
Inquire about location and travel preferences	
Could you please tell me what is your current location (suburb)?	aaa



Question	Answer
If you are successful in this role, will you be travelling by public transport or driving a car?	aaa
How long are you willing to travel for? Example: 30-45 minutes	aaa
Inquire about location and travel preferences	
What is your general availability like?	aaa
Are you able to work on short notice, and do you have any preferred days or hours?	aaa
Are you looking for morning, afternoon or night shifts? (Depending on role)	aaa
Address any questions from the candidate	
Now that we've discussed the main aspects of the role, do you have any questions about the casual position, the company, or the hiring process that I can help answer for you?	aaaaa
Next steps	
So, Ella Y, 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.	
Suitable/Unsuitable	SUCCESSFUL
Any Other Comments	aaaa

