

Phone Screen: **Name:** _____ **Date:** . . 2016

Focus of conversation should be assessing: smarts, communication skills, professionalism, sanity and their experience in the key areas you need: **customer service/multi-tasking/faced paced ever changing environment/flexible yet compliance.**

1. **Tell me about yourself.**
2. **What interests you about this position?:**
3. ***Why are leaving your current job?:**
4. **What helps you thrive as an employee?: Indep./Team/Enviro.**
5. **What's most important to you in a new role?**
 - a. **Must haves:**
6. **Date available to start?**
7. **Do you have clear understanding of the job based on the ad?:**

***Go over office culture/duties:** Confirm ad details 9-5 m-f \$?

We are a rapidly growing RE office/very busy environment/constant interruptions-changes:

Mail/greeting clients-guests/answering phones/assisting staff-realtors with office misc. tasks/admin support

Maintain kitchen/office stock-supply orders/general tidiness/conference rm./sign check outs/general office-admin tasks as assigned/basic tech./social media

Do you have any questions for us?: