

# Sample E-mail Script

Congratulations, you've made it through to the next phase of our selection process. Let me outline what will happen from here.

**Step 1.** You'll see below are a few questions we'd like you to answer. What you need to do is call 226 473 1093 (after 5pm and before 8am) and say the following.

*"Hello, this is (your name), calling to participate in the second phase of the job selection process."*

...Then say the current date and time.

*"My responses to the questions are as follows. Question 1"* ... then give your response.

*"Question 2 ...."* And so on through to question #6.

After your last response say *"And that concludes my responses. Ciao"*

**Important:**

- **Calls must be made between 5pm and 8am.**
- **You must complete this task by 8pm on Friday the 11<sup>th</sup>.**

**Step 2.** Based on responses given, we'll be selecting our shortlist to move to the next phase of our selection process. You'll be informed at that stage what that will be. Best of luck. And we look forward to hearing your responses.

1<sup>st</sup> Stage Questions.

1. What is it about the job that made you decide that this position is for you?
2. If your closest friend were asked to give one word to describe you, what would it be?
3. What was the best job you've had and why?
4. What is your pay expectation for this position?
5. If you were an animal, what would you be and why?
6. What makes you a superstar?