



Group Interview Agenda

- 6.00 - Greet and welcome, making sure everyone listed is in attendance
 - Acknowledge Discomfort in Process for most people
 - Make it clear that if anyone is not comfortable that they are free to leave
- 6.05 - **Juliet** to lead the group in History, Vision and Culture of Company and where it's going.
- 6.10 - **Juliet** to give a job description, Ask Group if any Questions on specifics of position
- 6.25 - **Juliet** to give format for rest of evening
- 6.30 - Potential Team Members to introduce themselves to the rest of the group (1 minute infomercial)
- 6.45 - DISC Evaluation (Dominance, Influence, Steadiness, Compliance) behavior using word association
- 7.00 - 3 Question Quiz on Basic Bookkeeping
- 7.15 - Juliet/Steve to ask group questions
- 7:30 – Open Floor for General Questions from Group
- 7:55 – Outline next steps in Process
 - If they are no longer interested in the position, please send email
 - Everyone will be contacted – request resumes, confirm phone numbers
 - Online Bookkeeping and Software Tests – 80% required to pass
 - Confirm Software experience of individual group members
- 8.00 - Finish and thank candidates for attending