

Hello, I'm [NAME] with [COMPANY NAME] and I'll be interviewing you for the day. First I am going to start with some questions, then I'll tell you about how we work and what your responsibilities would look like day to day. Sound good?

Great!

What kind of computer do you have?

Do you have a headset? (i.e. noise cancelling)

How is your internet speed? Do me a favor and go to speedtest.net and send me a screenshot of your internet speed. (\*you're looking for solid download AND upload speed here)

Are you available to work Eastern Standard Time business hours?

Tell me more about your management experience.

We work on a 90-day probationary period to make sure we both are a fit for each other. We start 90-days through Upwork and then migrate towards PayPal after the probationary period ends. Ultimately, we want to make sure you're happy working for us, and that we're happy with your results.

Here's what your day will look like Monday - Friday:

**Your Day (8 hours):**

- You will be in charge of managing all staff and helping them achieve their daily and weekly goals.
- Reviewing reports and checklists from all positions
- Address all problems that may come up (with achieving daily and weekly tasks for each staff members)
- When problems are solved, you post training in our company training area to address the problem and how to solve it in the future

\*\*\*IF QUALIFIED based on how they sound and the questions above, then proceed to next steps, if not, move on to the next candidate\*\*\*

Here's what we're going to do next:

We are going to review your interview and several other candidates as well and making our decision by [TIME AND DATE].

Do you have any last questions for me?

(Answer questions then hang up)

\*\*\*Continue on with the Setup Guide for Agency Manager.\*\*\*