

## Phone Call

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Phone Call between Manisha Sing and Bianca Webster (HR Manager) conducted on Thursday the 27<sup>th</sup> of August 2015.

H: Hello, this is Manisha.

B: Hello Manisha. My name is Bianca Webster and I am ringing from Toll Group Australia.

How are you today?

H: Good thank you.

B: You have recently applied for the *HR Recruitment Consultant* position in our *Perth Office*. And I am pleased to let you know that you have met all of the requirements that we are looking for in a *HR Recruitment Consultant* and would love for you to come in for an interview, for our second stage of recruitment.

H: Wow, that's great news!

B: It will be a panel interview consisting of 3 HR specialists, myself included. The interview is designed to clear up any questions that you may have about the role or the company, and of course, for us to get to know you further. We will be conducting interviews between *9:30am to 3pm, Monday to Thursday, the 21<sup>st</sup> to 24<sup>th</sup> of September*. Do any of these times and days suit you?

H: Yes, I would love to come in for an interview on Tuesday the 22<sup>nd</sup> of September at 9:30.

B: Excellent. I will send you a confirmation of the date, time and venue of the interview today, using Outlook Calendar. Followed by a more *formal* email outlining key details.

H: No worries.

B: Do you have any questions you'd like me to answer at this stage?

H: No I don't at this stage. But I would like to thank you for the opportunity and consideration. I'm looking forward to the interview.

B: Excellent. We'll see you on Tuesday the 22<sup>nd</sup>. Thank you for your time Manisha.

H: Thank you, goodbye.

B: Bye.