

Interview Note Sheet

Applicant Information	
Name: <u>Alesia Short</u>	Interviewer: <u>Anita B</u>
Date: <u>5-4-15</u>	Rate of Pay: <u>8.00</u>
Position (s) Applied for: <u>Waitress HK</u>	Referred by: <u>Walt L</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths	
<u>HK</u>	Total of _____ in Food Service
<p><i>Can work Can clean Can cook With experience Mark Open to any hours</i></p>	

P.O.S. Experience: Y N details: _____

Transportation			
<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input checked="" type="checkbox"/> Carpool (Rider / Driver)	
Regions Available to work:			
<input checked="" type="checkbox"/> Metro Area	<input type="checkbox"/> Polk County	<input type="checkbox"/> Indianola	<input type="checkbox"/> Warren County

Certifications (if any)				
<input type="checkbox"/> TiPS	<input type="checkbox"/> Serv-Safe	<input type="checkbox"/> LEAD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will Submit

Availability				
<input checked="" type="checkbox"/> Open	<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input type="checkbox"/> Weekdays only	<input type="checkbox"/> Weekends only
<i>Details:</i>				

Uniforms Owned:					
<input type="checkbox"/> Bistro	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Knives	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		Other Languages Spoken:

B 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

B 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6% 6) What is the current sales tax rate in your city 6%?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? State ID

15) How many \$20 bills are in a bank band? 100

Alesia Short
(515)822-4999
alesiashort@gmail.com

Customer Service Professional with over four years' experience seeks to apply newly acquired administrative skills as an Administrative Support Professional.

Summary of Qualifications:

- Type 35 wpm
- Proficient in Microsoft Office/Word/Outlook
- Administrative Support Professional certificate
- Ability to enter information into computer system
- Verbal and oral communication
- Strong attention to detail and time management
- Highly customer-oriented, and result-oriented
- Work well under pressure
- Able and willing to assist co-workers, supervisors, and clients in a cooperative manner
- Strong sense of urgency to complete multiple tasks
- Team player with ability to work individually
- Organized with consistent follow through

Education:

Certificate, Administrative Support Professional
Des Moines Area Community College, Des Moines, IA

May 2015

Work History:

Homemaker

January 2012- Present

Bead Builder

Bridgestone Firestone, Des Moines, IA

October 2011- January 2012

Homemaker

January 2010- October 2011

Cashier

Wal-Mart, Des Moines, IA

May 2009-August 2010

Cashier

Hy-Vee, Des Moines, IA

September 2007- May 2008

Cashier

Shugar Supervalue, Adel, IA

August 2006- June 2007

Alesia Short

515-822-4999

alesiashort@gmail.com

References:

Melissa Huff

Stay At Home Mom/ Former Co-Worker

Firestone

615 Emma Ave

Des Moines, IA 50315

515-269-8306

Jenny Moats

Foster Care Worker

Children & Families of Iowa

1111 University Ave

Des Moines, IA 50314

515-306-7906

Nikki Scott

Former Supervisor

Walmart

5101 SE 14th St

Des Moines, IA 50315

515-287-7700

Courtney Love

After Care Worker

IA Homeless Youth Service

1216 ML King Pkwy

Des Moines, IA 50314

515-249-6843

Stacie

Teacher

Des Moines Area Community College

1100 7th St

Des Moines, IA 50314

515-306-1321

Courtney Biscoe

Teacher

DMACC

1100 7th St

Des Moines, IA 50314

515-577-1168