

# Interview Note Sheet

Applicant Information	
Name: <u>Hawnoishu</u>	Interviewer: <u>Y. Chen</u>
Date: <u>9/26/12</u>	Rate of Pay: <u>\$10</u>
Position (s) Applied for: <u>HK / Server</u>	Referred by: <u>Fred</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
<p style="text-align: right;"><i>Total of _____ in Food Service</i></p> <p><i>Prep Dietitian HK</i></p>
<p>P.O.S. Experience: Y / N details: _____</p>

Transportation
Car <input type="checkbox"/> Public Transit <input checked="" type="checkbox"/> Carpool (Rider / Driver) <input checked="" type="checkbox"/>
Regions Available to work:
Metro Area <input type="checkbox"/> Polk County <input type="checkbox"/> Indianola <input type="checkbox"/> Warren County <input type="checkbox"/>
Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ Will Submit <input type="checkbox"/>
Availability
Open <input type="checkbox"/> AM only <input checked="" type="checkbox"/> PM only <input checked="" type="checkbox"/> Weekdays only <input checked="" type="checkbox"/> Weekends only <input checked="" type="checkbox"/>
Details: _____
Uniforms Owned:
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 <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>
Convention Candidate? <input type="checkbox"/>
Other Languages Spoken: _____

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
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First and Last Name: Hawneisha Nelson  
Email: HawneishaNelson@gmail.com  
Phone number: 515-525-5058

## Working Experience:

Company Name: Wesley acres  
Dates of Employment: 5-2014 / 8-2015  
Job Responsibility:

- -clean
- - set up
- - prep
- - serve

Company Name: SSP America  
Dates of Employment: 8-2015 / 10-2016  
Job Responsibility:

- - Cashier
- - Cook
- - Clean
- - Prep

Company Name: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- -
- -
- -
- -

## Skills

- Food
- - Prep
- - Cook
- - Cleaning (set up)



Name Hawneisha Nelson

**Servers Test**

Score / 35

**Multiple Choice**

- 1) Food is served on what side with what hand?  
☒ a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
☒ d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
☒ d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?  
☒ a) The stem  
 b) The widest part of the glass  
 c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
☒ d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
 c) Try to convince the guests to eat what you brought them  
☒ d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

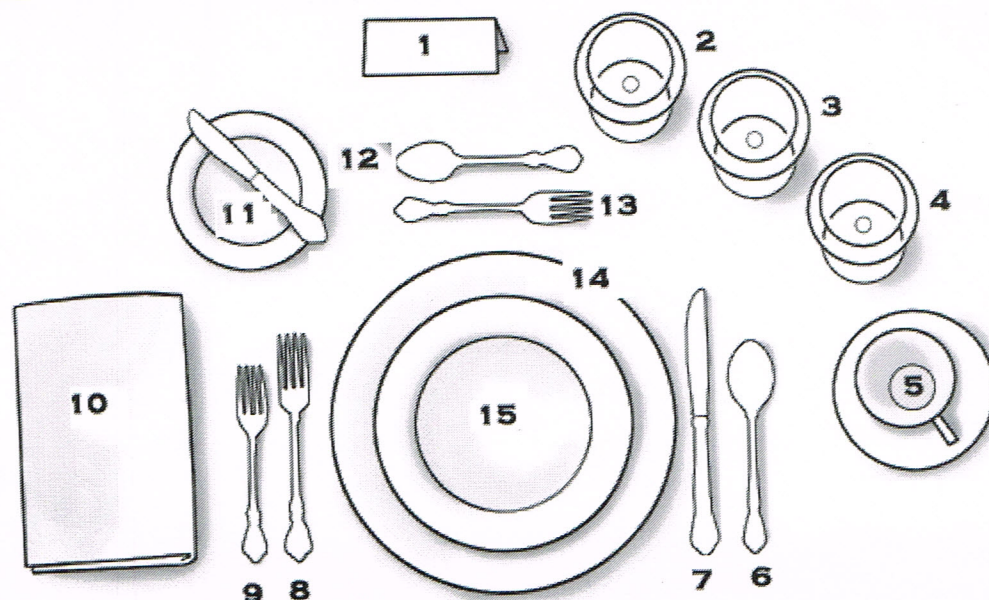
**Match the Correct Vocabulary**

- |                     |   |
|---------------------|---|
| ___ Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| ___ Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| ___ Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| ___ French Passing  | D. Area for dirty dishware and glasses  |
| ___ Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| ___ Corkscrew       | F. Used to open bottles of wine   |
| ___ Tray Jack       | G. Style of dining in which the courses come out one at a time  |

Name Hawneisha Nelson

## Servers Test

Score / 35



### Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

### Fill in the Blank

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar
- Synchronized service is when: same time
- What is generally indicated on the name placard other than the name? choice of meat
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Report