



Social Media Manager

ITM Interviews

Please highlight or bold which among these questions you would like to ask our candidates. If not in the list, please write your questions and follow through the numbering below.

SAMPLE INTERVIEW QUESTIONS:

1. Talk to us about your personality? Which of your personality traits do you want to highlight the most?
2. Share an example of a time when you were willing to learn from a coworker?
3. What does a good “team player” mean to you? How are you a good team player?
4. Do you prefer to lead in a project, follow the leader, or be more of a silent-doer in a project?
5. How confident are you in asking questions, speaking up when you have a need or want to share something? On a scale of 1-10.
6. How confident are you in answering questions concerning a clients SEO to provide information to other team members or ranking issues?
7. What makes you want to leave your current position?
8. If you were to start your own business, what would be your top core values?
9. What interests you the most about this position?
10. How do you see yourself fitting into our team/this role?
11. What motivates you to do your best work?
12. Tell us about a specific work task/project you love and one you really hate.
13. Share what your “best day of work” would look like.
14. What scares you about this job, working virtually, joining our team?
15. Tell us about any spreadsheets you’ve created?
16. How do you plan your day? Prioritize tasks?
17. How do you handle timelines for projects and clients?
18. How do you proceed when you have to make a decision but there’s no existing company policy?
19. Think back over your past experiences, can you tell us about a time when you saw a problem in processes and offered a solution to better it?



20. Share with us what your goals are for 2022?

21. Think for a moment about your future. What does the 'you' look like in 10 years? 20 years?

Group Interview Document

2ND INTERVIEW NOTES

ONE

Candidate #1 : Aldrin Merino Jr.

Starting Availability:

Rate on OLI: \$5.60/hour

Resume: <https://dev-merinoaldrin.pantheonsite.io/>

DISC: D #28, I #38, S #22, C #12

Work samples: <https://dev-merinoaldrin.pantheonsite.io/>

Notes: (Notetaker 1: Polly)

- Accidentally using "tagalog/Filipino" when talking (this is funny for me!)
- **PERSONALITY:** He is a Christian. He is handling/leading people. His strongest personality is that he grows because of his people/
- : They do campuses? He loves sharing for school campuses
- **EXCITES:** Email marketing campaign (uses Loomy and Metrical)
- **UNSURE:** Confused with the geographic research
- **IDEAL WORK DAY:** Quiet (sound), more vacant so he could think more, more snacks
- **HANDLING HEAVY WORKLOAD:** Using Google Sheet to track all his clients. Wants to exceed in tasks that he does. He said he can manage. He handled 3 clients.
- *Question from him:* Will he be given daily tasks? ; What platform would be used for communication?

Notes: (Notetaker 2: Caroline)

- Personality: He's Christian so big on our core values, and is currently handling people which could be good for our team since he'd have to work with the full messaging team.
- Leadership is big for him - **sounds like campus ministry?**
- Very giving, radical gratitude
- Excitement:
 - Email marketing campaign creation and responsibility of research, loomy and metrical



- Worries:
 - Geographical research, getting to know the client
- Like peace and quiet, snacky but likes the gym, loves iced coffee and milk tea
- Uses google sheets to track accounts and work with them together
- Asked about working with deadlines/ task lists

Notes: Kim

- Tell us about your time with Paul N - he had a chat in WhatsApp - he was making a website for him. (Polly - you get this in here... I lost him for a second)
- "Right now handling people"? What are you doing right now?
- What about this position excites you/gives you concern?
- DISC PDF - send to me.
- LOVE his engagement, spirit, personality. He's very outspoken. Lots of joy.

TWO

Candidate #1 : [Marjorie Liac](#)

Starting Availability: As soon as possible

Rate on OLJ: \$5.0/hr

Resume:

DISC: None taken

Work samples:

Notes: (Notetaker 1: Polly)

- Her happiness is contagious!
- 9/10 rate
- **SAMPLE SITUATION (Negative Feedback):** She might cry but she will use that to be better
- **HOW DO YOU FAIL FORWARD:** She will seek support from her leader and seek help from friends and family. Prioritize self-care which includes physical and emotional care.
- **HANDLING WORKLOAD:** First, she would take time management. Set realistic deadlines. Next is task-tracking and tracking accomplished tasks.
- **WHAT ROLE DO YOU PLAY?** Follow the leaders because he or she is the skilled one
- **How comfy are you in leading?** 8
- *Question from her:* When will you announce your new family member?

Notes: (Notetaker 2: Caroline)

- SO HAPPY
- Excitement:



- Core values, especially happiness
- Nervous:
 - Actually none, praying a lot about this
 - Platforms for scheduling, planning, etc. Used to ClickUp and Trello.
- 9/10 confidence in sharing thoughts, says that we need to communicate to work together. Synergy. Went back and said 8 when we kinda asked this again.
- Seeks support from herself, from team, and professional help. Prioritize self care - physical and emotional
- busy/ workload? Time management and set realistic deadlines, utilize task tracking to manage daily lists,
- Group: follow the leader as they are skilled

Notes: (Notetaker 3: Kim)

- Only question was having concern over the programs we use.
- Her joy and energy are infectious! Contagious so I had questions about how she handles failing and being able to fail forward.

THREE

Candidate #1 : [Angelica Roma](#)

Starting Availability: As soon as possible

Rate on OLI: \$6.00/hr

Resume:

DISC: D #29, I #14, S #24, C #33

Work samples:

Notes: (Notetaker 1: Polly)

- **Agency Experience:** Had 50 employees and had different teams. She handled the social media team and managed their contents. She also does copywriting and graphic design. 1 client for the first 3 mos and asked for another client (2 clients).
- **How comfortable are you in handling 5-15 clients?:** She had experience in 3-4 clients. Time management and project tasks. She also did her blogs and still willing to improve. "Will Improve captions by AI" – but she said that human touch is still important
- **EXCITES:** Responsibilities bc she knows how to handle. She really loves creating content. Sign-on Bonus.
- **WORRIES:** The group interview worried her because there's a lot of people.
- **WHAT DOES A GREAT SOC MED POST LOOK LIKE?:** If there's a lot of engagements, number of reactions, value of the content



- **WHAT ELEMENTS DO YOU USE TO MAKE IT GOOD?** For example, in the fitness industry, you release **educational posts**. You can also utilize the carousel. Use reels and snippets.
- **COMMUNICATION CONFIDENCE:** They used slack and they had meetings every 2 weeks. Can talk directly to client/team members if needed.
- **HOW COMFY IN RECEIVING FEEDBACK?:** 10
- **HOW DO YOU STAY ON TOP OF YOUR GAME:** Checking her tasks everyday using ASANA for personal purposes. Communicate with the team or client. She said she is very organized
- Can work graveyard shift.
- Working comfortable with the kids and WFH
- *Question from her:* None

Notes: Caroline

- Didn't know what kind of agency it was?
- Will improve captions bc of AI?
- copywriting/ graphics
- Seems to have a good grasp on get it/ capacity for it
- I think we would get good posts from her
- Used to twice a week meetings and slack, wants a one-on-one. Is direct especially if there is a concern. Used to checking and approving graphics.
- ***Ok she is growing on me a lot.***
- Very organized,

Notes: Kim

- Agency Work: agency with 50 employees. Many different teams (graphic design, smm). She was a project manager. She handled team of graphic designers/copywriters. She decided for the client.
- excited/concerns -
- How do you know when you want to use AI....to include human touch
- Receiving feedback - to grow in graphics
- What does an excellent social media post include?
- She's using ASANA personally.