

LPA Builder Interview SOP

Receive email from Applicant

1. Reply Application email with
Internship
 1. LPA Internship Form
 2. LPA DISC Form
 3. Uni Lates Transcript result Copy
- Employment**
 1. LPA Employment Form
 2. LPA Disc Form

Notes: Once applicant reply with the form & document, only we will proceed with interview slot.
No reply, No interview.

Example Format to reply candidate:

Dear Miss Nurzatul Ilyia

Good Day & Stay Safe,

Thanks for your interest towards the LPATeam.

Before we proceed with your interview slot, please complete the form attached.

1. LPATeam Internship Form

- Please complete this form & email back to us.

2. DISC Analysis Form.

- This form is to analyze your character.

*- From 4 boxes (A,B, C,D) please choose 1 then circle the alphabet at the last column.
(each part is divided by color {White & Yellow}) read & answer from left to right.*

- This form is not an exam. Please answer with an empty mind. (Choose the one that you feel suits you best)

- Total Up your selection at the last column (D.I.S.C)

- Once completed, email back to us.

Thank you

Best Regards

LPA Team

Syamsiah : 012-484 1128.

2. Applicant reply with complete form & document
 1. Forward email to interviewer in charge
 2. Confirm interviewer date & time
 3. Direct call applicant to confirm the interview date, time & platform.
(Zoom Interview : Ask application if their form link with what'sup or telegram. Link for interview send 1 hours before interview time)
 4. Make everything confirm between interviewer & applicant.

Example: Interviewer side

Interview Schedule

Date : 28.06.2021 (Monday)

Time : 11.00 am

Candidate : Ms Nurzatul Iylia

Internship

Interviewer : Chew Yong Tai

Example: Applicant Side

Zoom Interview

Date : 28.06.2021 (Monday)

Time : 11.00 am

Candidate : Ms Nurzatul Iylia

One hour before interview, send the interview link to applicant.