

← stacy@dryadsconstructionllc.com
○ Away

Dianna Horton 3:10 PM
My name is Dianna Horton and I'm responding to an email I have received for scheduling an interview for the Data Entry Specialist open position. My email address is: dlhorton62@gmail.com. Thank you :)

stacy@dryadsconstructionllc.com 3:11 PM
Hello Good Day and how are you doing today ?

I believe you are set to commence the Job briefing and Interview session, Correct ?

Dianna Horton 3:11 PM
I'm doing well thanks for asking. I've only received an email asking me to contact you for scheduling an interview.

stacy@dryadsconstructionllc.com 3:13 PM
Alright sounds good Before we proceed, ... I would love to know more about you. That would help me to categorize you and how best to interview you. I am Mrs. Stacy Prosper , I'm The Hiring Manager Dryad Construction LLC (<https://www.dryadconstructionllc.com>) Please introduce yourself and indicate your Full Name sex and Location.



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Dianna Horton 3:14 PM
Full name: Dianna L. Horton, Female and I live in Covington, Virginia. [Jump to bottom](#)

Dianna Horton 3:14 PM
Full name: Dianna L. Horton, Female and I live in Covington, Virginia.

stacy@dryadsconstructionllc.com 3:15 PM
We are fully licensed, bonded and insured. You have five minutes to view the company's website and let me know once done : (<https://www.dryadconstructionllc.com/>)..... Okay ?



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Dianna Horton 3:16 PM
ok, will do.

Dianna Horton 3:18 PM
I have viewed the company's website; I had already looked it up previously I like to do my homework before I respond to jobs.

stacy@dryadsconstructionllc.com 3:19 PM
Alright You will be working online and from home, the working hours are flexible and you can choose to work from anywhere of your choice, the Wages is \$24.95 per hour during full working hours and the training wages is \$20.05 per hour and you will be getting your payment weekly or bi weekly via direct deposit or paycheck and the maximum amount you can work a week is 40 hours. if you are employed you are going to be working as a full employee and not an independent contractor..... Let me know if you are interested so we can proceed.? [Jump to bottom](#)



stacy@dryadsconstructionllc.com 3:22 PM
 DUTIES & RESPONSIBILITY: Tracks data and source documents. Prepares and sorts source documents, and identifies and interprets data to be entered. Compiles, sorts and verifies data for accuracy. Contacts responsible parties or clients from other organizations to resolve moderately complex questions, inconsistencies, or missing data. Also perform Records keeping, keyboarding/data entry and performing a variety of other office tasks account balancing, invoicing recording, proper data analysis of sales records and recording pay slips into accounting database all these will be done through the use of the accounting Software, such as faxing or emailing confidentially and positive attitude online from home.

Can you handle these duties effectively if trained towards it?

Dianna Horton 3:22 PM
 Yes I can.

stacy@dryadsconstructionllc.com 3:23 PM
 The Supervisor, who would be attached to you online, He / She would assign logs of duty daily and you would be required to work according to instructions, using the Microsoft Office tools and the Accounting software. Now the function of the Accounting software is to arrange, formalize and manage the data you processed, sent to your supervisor via phone calls and E-mail.
 You will undergo a "1 week training program" from your training supervisor that will enhance your ability and give you the simple sense of what you are employed for. He/She will be training you on how to work with the programs accurate and other Data Entry works you will need to get done. Your training is going to be done [online](#). Is that clear ?

Dianna Horton 3:23 PM
 Yes.

stacy@dryadsconstructionllc.com 3:25 PM
 Benefits Package include: Health, Dental, Life and AD&D Insurance, employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts (for some positions) as well as Sign-On Bonuses
 You would be eligible to these benefits after three(3)months of working with the company.I hope you are okay with this benefits the company are offering ?

stacy@dryadsconstructionllc.com 3:26 PM
 QUESTIONS

I need you to answer some questions :

Have you ever had any experience working from home or online before ?

Are you currently employed ?

Are you willing to work flexible or long hours ?

When would you be available to start ?

*What do you Understand by Business Ethics & Customer Relations?

* Job, How do you handle conflict ?

*Are you seeking a full time or part-time work ?

*How would you like to be Paid if hired. Weekly Or Bi-Weekly via direct deposit or Check ?

*What Bank Do you Operate with to see if it tallies with the company's official salary payment account.

*Do you have authorization to work in the US for any employer ?

Dianna Horton 3:28 PM
 Yes I have been working online full time and part time. I am not currently employed. I have always worked over my stated hours as I like to get the job done. I can start by the end of the we [Jump to bottom](#)



Dianna Horton 3:32 PM

Customer relations is what I do to serve the customer or client representing the company I work for. Business Ethics to me is being very dependable and at work every day. Handling conflict in the office has not been an issue but if it were to happen I would ask the person to speak to me privately so we could discuss the issue and come to an understanding on the issue. I am seeking full time work and part time is acceptable if the salary is beneficiary to me. I would like to be paid weekly if possible if not bi-weekly is fine and by direct deposit. My bank is Wells Fargo. I have authorization to work for any US company.



stacy@dryadsconstructionllc.com 59 min

After due consideration and answers you provided during the interview session...

You scored (83 percent out of 100 and above average) on the interview questions answered. Congratulations! The good news is... you have just been confirmed qualified for this position(Remote Data Entry / Administrative Position). You are now offered the job position for a pre-employment session...You are HIRED! You are welcome to Dryad Construction LLC .You are now given a chance to show your commitment,charisma,diligence and be a productive employee.



Dianna Horton 57 min

Okay, thank you that is great news; what is the next step?



stacy@dryadsconstructionllc.com 57 min

WELCOME TO THE TEAM !

NOTE ,your employment information will be documented in due time.You will start as soon as your working materials are available.

You will be getting your paper work and HR document during your orientation and training from your supervisor once you have all your working materials ready, you are to fill,sign and send back to us,okay ?



Dianna Horton 56 min

Okay, sounds great!

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stacy@dryadsconstructionllc.com 55 min

Below are the list of Hardware and software's you will need to start working with since you'd be working from home:
• Apple MacBook Pro (15" Retina, Touch Bar, 2.6GHz 6-Core Intel Core i7, 16GB RAM, 512GB SSD) - Silver / Black
4 in one (fax, scanner,copier and printer), Zebra ZM400 Bar-code printer and cards, 2 drawer cabinet and office desk. (2.0GHz Intel Core 2 Quad Q9000 Processor, 4 GB RAM, 500 GB Hard Drive, Blu-ray Drive, Vista Premium) Peachtree Complete Accounting Software, CYMA IV for Windows Accounting Software, MYOB Business Essentials Accounting Software, QuickBooks Pro Accounting Software and a Time Tracker.

- *Office 365 for Business
- *Xero
- *Sage
- *Inuit QuickBooks
- *AccuMail frameworks
- *Canvas
- *Capturx
- *Data-Scan by Neoptec
- *Unibase by DMAC
- *WIS by Flowmation Systems
- *Avast

Are you familiar with any of these ?



Dianna Horton 52 min

Familiar with some but I do not have an Apple MacBook Pro; I have an Acer Aspire TC-866-UR11 Desktop, 9th Gen Intel Core i5-9400 6-Core Processor, 8GB, 2666MHz DDR4, 512GB my computer is hard wired to my router, Windows 10 with 2 monitors and an HP printer/scanner.

As far as all the software you have listed my experience is with QuickBooks desktop and online versions.



stacy@dryadsconstructionllc.com 51 min

Okay, The finance for the purchase of these working softwares materials as well as other hardware devices will be provided for you by the company Via CHECK, once you receive this check, make sure you use it as instructed for the software's and I will refer you to the company's vendor whom you are to purchase them from and training supervisor that will be attached to you will take you through those software's and you are going to be trained on how to use them and when to use them to enable you work accurate with him.

And as soon as the check for your materials have been issued out to you I will notify you and provide you with the tracking number so you can keep track of it and also know the estimated time of delivery it will get to you. Understood ?



Dianna Horton 50 min

Understood



stacy@dryadsconstructionllc.com 50 min

Alright, confirm the following information in order to complete your check delivery and payroll on the administrative Desk

Full Name:

preferred home address for mailing + Apt#

State, Zip code:

Direct Cell#:



Dianna Horton 32 min

I really am not comfortable with this interview; most interviews are conducted via phone or zoom etc. (a human person). All of a sudden after a few questions you want to hire me on the spot; what really was the thing that made me start questioning is asking for what bank I deal with BEFORE I even have the hire in paperwork; along with sending me a check and now you want my address, phone number etc. I have looked online just now and I see that in the recent week many others have had the same issues with this a "too good to be true" belief and one even received a check with another companies name on it not Dryads Construction! I'm with them so I withdraw this so called interview and Indeed should not allow you to post interviews that are fake. If I could see you in person I might believe it but as reading the others they say the same; also you and others sent me the SAME email asking for a google chat interview; that is very odd but I thought I'd give it a try; I believed it was for me to "schedule" an interview with someone via virtual or phone call. Now I'm seriously ANGRY; I am a 60 year old HARD worker I've worked in the customer service/accounting/office management for over 35 years!!!! I wanted to work from home as I have many skill to offer any company and I will say that all of the virtual jobs I have had just USE me to get them caught up or fix their tax issues and NOW this!!!! I have no faith in the virtual world even though I can hardly work I will get a job here locally where I can see the people and work an honest job!!!!!! YOU and your company should be ASHAMED!! As badly as I NEED a job to provide for my family I am in TEARS now thank you very much for wasting my time and trying to scam a very WISE old lady; I'll offer my skills to a legitimate company again how do you sleep at night scamming the hard working people in this country; very very sad! I would say have a good day but at this point all I can say is have a Rotten A** day.

