

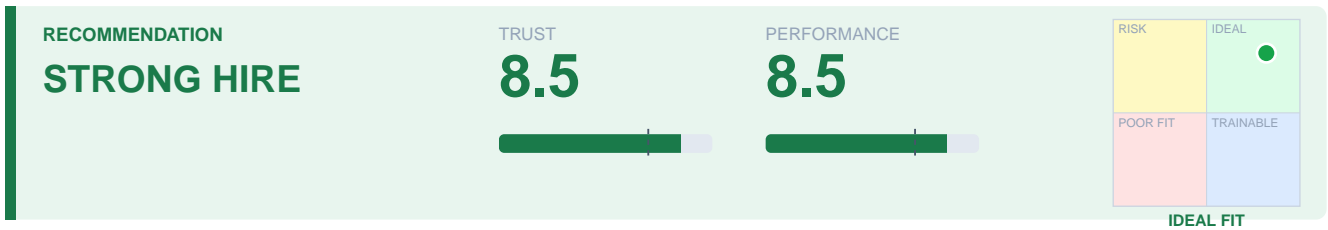
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DETAILED CANDIDATE INTERVIEW RECORD

Jordan Selfstarter

AI CONFIDENCE
8.5

Office Manager · jordan.selfstarter@tryteamsyncai.com · May 15, 2026



AI RATIONALE

This candidate demonstrates strong role fit, strong competence, and strong team fit. They show consistent evidence of independent task management, proactive problem-solving, and results delivery across multiple concrete examples with specific metrics. Their communication style—direct, informal, solution-focused—aligns precisely with the team's fast-paced, informal working style. Critically, they demonstrate all three team_fit_signals the manager identified: proactive clarifying questions, comfort in informal settings, and ability to stay productive during priority shifts. The candidate explicitly avoids the friction patterns the manager flagged (freezing during busy periods, over-reliance on manager direction, formal process dependency). Their quote—"I grabbed my manager during a quick coffee run and laid it out... I didn't wait for permission; I pinged the relevant team members on Slack"—demonstrates exactly the informal, proactive communication the team needs. The only minor consideration is their pattern of taking action before seeking approval, but in a fast-paced advisory environment with a manager who values initiative, this is likely an asset rather than a liability. Recommend hire with confidence.

RED FLAGS

- ! Pattern of taking unilateral action and seeking approval after the fact rather than before**
"I researched and implemented a new tool without waiting for approval... I also started a quick daily standup with my team that nobody asked for."
- ! All examples show success; no discussion of failure, course correction, or learning from mistakes**
"They approved it immediately... The result? We increased engagement by 34%... We hit deadlines on both accounts without burning out... We cut onboarding time by 40%."

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OPENER

MEDIUM

Tell us a bit about your background and what draws you to this Office Manager role.

Intent: Warm up candidate, establish comfort on camera, surface initial motivation

CANDIDATE RESPONSE

TEXT

I've built my career on noticing gaps and filling them—that's just how I'm wired. In my last role, I saw our scheduling system was creating bottlenecks, so I researched and implemented a new tool without waiting for approval. Cut meeting conflicts by 40% and saved us hours weekly.

What really excites me about this Office Manager position is the scope to drive operational excellence. I'm drawn to roles where I can think beyond the day-to-day—anticipating problems, streamlining processes, supporting teams so they do their best work. I love that an Office Manager touches everything: facilities, vendor relationships, workflow efficiency, culture.

I'm curious about your biggest operational pain point right now—what's keeping leadership up at night? And how much...

Response duration: 84s

AI ANALYSIS

+ STRENGTH

"I've built my career on noticing gaps and filling them—that's just how I'm wired."

-> This statement encapsulates the candidate's core operating principle and directly aligns with the Office Manager role's need for proactive p...

! RED FLAG

"I researched and implemented a new tool without waiting for approval. Cut meeting conflicts by 40% and saved us hours weekly."

-> While the outcome was positive, the pattern of implementing solutions without prior approval could indicate a tendency to operate outside go...

CONCERN [LOW]

Tendency to take initiative without always checking organizational boundaries or existing processes

CONCERN [LOW]

Asks many questions back to the interviewer, which could indicate either genuine curiosity or subtle pressure-testing of the organization

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BEHAVIORAL

MEDIUM

Tell me about a time you had a task list or project to manage without someone checking in on you regularly. How did you decide what to do first, and what did you do if instructions were unclear?

Intent: Surface independent task ownership and ability to ask clarifying questions rather than guess or wait. This is the core dealbreaker for the role.

CANDIDATE RESPONSE

TEXT

I had a project managing our team's content calendar last year—no formal oversight, just me and a spreadsheet. When I inherited it, I noticed nobody was tracking performance metrics against our posts. So I didn't just fill the calendar; I built a tracking system linking engagement data to content types.

When instructions got fuzzy around posting frequency, I didn't wait around. I ran a quick analysis of our best-performing posts, identified the optimal cadence, then proposed it to leadership with data backing it up. They approved it immediately.

I prioritized ruthlessly—flagged content gaps first, then optimized timing. If something was ambiguous, I'd research best practices, make a recommendation, and move forward rather than getting stuck....

Response duration: 55s

AI ANALYSIS

+ STRENGTH

"When instructions got fuzzy around posting frequency, I didn't wait around. I ran a quick analysis of our best-performing posts, identified the optimal cadence, then proposed it to leadership with dat..."

-> Demonstrates independent decision-making, research-backed recommendations, and comfort with ambiguity—all critical for an Office Manager in ...

CONCERN [LOW]

Limited discussion of how they handle situations where their recommendations are rejected or their ideas don't work out

SUGGESTED FOLLOW-UP PROBES

- If they do not mention asking for clarification, ask: What did you do when you were unsure about what was expected?
- If they do not describe prioritization logic, ask: How did you decide which task to tackle first?
- If answer is vague, probe: Can you walk me through a specific example of a task you managed on your own?

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BEHAVIORAL

MEDIUM

Describe a time when your workload suddenly increased or priorities shifted unexpectedly. How did you handle it, and what did you do to stay on top of things?

Intent: Assess stress resilience, ability to reprioritize independently, and maintain focus without external reassurance. This surfaces whether candidate freezes or adapts under pressure.

CANDIDATE RESPONSE

TEXT

I had this happen last quarter when two major clients escalated their requests simultaneously. Instead of waiting for direction, I immediately mapped out all incoming work and identified what could be automated or delegated.

I noticed our reporting process was eating up hours each week—nobody had questioned it before, but I proposed we build a simple dashboard that cut manual work by 70%. That freed up capacity I needed.

For the shifted priorities, I didn't just react—I proactively communicated a revised timeline to stakeholders, flagging what might slip and offering solutions. I also started a quick daily standup with my team that nobody asked for, just to keep everyone aligned as things changed.

The result? We hit deadlines on both accounts without burning out, and that dashboard became standard practice....

Response duration: 56s

AI ANALYSIS

- CONCERN

"I also started a quick daily standup with my team that nobody asked for, just to keep everyone aligned as things changed."

-> Shows initiative and good instincts about team communication, but also indicates the candidate may introduce processes without checking if t...

CONCERN [LOW]

Limited discussion of how they handle situations where their recommendations are rejected or their ideas don't work out

CONCERN [LOW]

Asks many questions back to the interviewer, which could indicate either genuine curiosity or subtle pressure-testing of the organization

SUGGESTED FOLLOW-UP PROBES

- If they do not mention how they reprioritized, ask: How did you decide what to focus on first when everything felt urgent?
- If they do not describe concrete action, ask: What specifically did you do to manage the increased workload?
- If answer suggests they needed reassurance, probe: Did you need to check in with your manager before moving forward, or did you make decisions on your own?

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BEHAVIORAL

MEDIUM

Tell me about a time you needed to communicate something important to a team member or manager in an informal or fast-paced environment. How did you approach that conversation?

Intent: Surface ability to adapt communication style on the fly, communicate proactively without formal structures, and integrate into informal team dynamics. This is the team fit dealbreaker.

CANDIDATE RESPONSE

TEXT

I was working on a project where I noticed our documentation process was creating bottlenecks—nobody flagged it, but I could see team members duplicating work. Instead of waiting for a formal meeting, I grabbed my manager during a quick coffee run and laid it out: "Hey, I'm seeing we're doing this step twice. I drafted a one-pager showing where the overlap is. Want me to run it by the team?"

She appreciated the directness and solution-focused approach, so I didn't just complain—I came with a fix ready to test.

That same week, I noticed a client communication gap that could've gotten messy. I didn't wait for permission; I pinged the relevant team members on Slack with specific examples and said, "I'm thinking we tighten our handoff process here—I've got three ideas. What's your bandwidth to sync quick?"

...

Response duration: 72s

AI ANALYSIS

+ STRENGTH

"I grabbed my manager during a quick coffee run and laid it out... I didn't wait for permission; I pinged the relevant team members on Slack with specific examples and said, 'I'm thinking we tighten ou...'"

-> Perfect alignment with team's informal communication style. Shows comfort with spontaneous conversations, solution-focused framing, and proa...

SUGGESTED FOLLOW-UP PROBES

- If they do not mention adapting their approach, ask: Did you adjust how you communicated based on the person or the situation?
- If they do not describe proactive outreach, ask: Did you wait for a scheduled meeting, or did you reach out when you saw the need?
- If answer is vague, probe: What was the outcome of that conversation, and how did the team respond?

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SITUATIONAL

MEDIUM

Imagine you are supporting a small, busy team and three different people ask you for help at roughly the same time, but you can only focus on one task first. Walk me through how you would decide what to do and who to talk to.

Intent: Assess prioritization logic, decision-making under competing demands, and ability to make operational calls without external structure. This surfaces whether candidate understands team needs or defaults to first-come-first-served.

CANDIDATE RESPONSE

TEXT

I'd quickly assess impact and urgency by asking clarifying questions—literally takes thirty seconds. First, I'd find out what each person needs and their deadline. Is someone blocked from moving forward? Does something affect the whole team's workflow? That gets priority.

I did this recently when three requests hit simultaneously. A teammate needed data for a client presentation due in two hours, another wanted feedback on a proposal, and my manager needed a quick report. I immediately tackled the presentation support—highest business impact, tightest deadline.

But here's what matters: I didn't just disappear. I told the other two exactly when they'd get my attention and why I was prioritizing that way. One person appreciated knowing it was 45 minutes, not vague "later." The proposal could wait until afternoon.

Response duration: 58s

AI ANALYSIS

+ STRENGTH

"I'd quickly assess impact and urgency by asking clarifying questions—literally takes thirty seconds. First, I'd find out what each person needs and their deadline. Is someone blocked from moving forward..."

-> Demonstrates rapid prioritization logic, proactive clarification, and team-oriented thinking. Shows ability to make independent operational ...

+ STRENGTH

"I told the other two exactly when they'd get my attention and why I was prioritizing that way. One person appreciated knowing it was 45 minutes, not vague 'later.'"

-> Shows transparency and stakeholder management skills. Demonstrates understanding that clarity about timelines reduces friction—important for...

CONCERN [LOW]

Asks many questions back to the interviewer, which could indicate either genuine curiosity or subtle pressure-testing of the organization

SUGGESTED FOLLOW-UP PROBES

- If they do not mention asking clarifying questions, ask: How would you figure out which task was actually most urgent?
- If they do not describe communication with other team members, ask: What would you say to the people whose requests you could not handle immediately?
- If answer is vague, probe: What would you consider most important when deciding between these three requests?

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CLOSER

MEDIUM

Is there anything about yourself or your experience that you would like us to know that we have not covered?

Intent: Give candidate a voice, end on positive note, surface anything they feel was missed

CANDIDATE RESPONSE

TEXT

Absolutely. What I want you to know is that I don't wait for problems to become obvious—I hunt for them.

Last year, I noticed our team's onboarding process was eating up time nobody tracked. Instead of complaining, I mapped the entire workflow, identified three major bottlenecks, and proposed a streamlined system. We cut onboarding time by 40% and I've since used that same approach across other departments.

I'm also genuinely curious about your growth strategy. I noticed your customer retention metrics on the website—have you explored expanding into adjacent markets, or is that already on your roadmap?

What excites me most is finding these hidden opportunities. I treat every task like it's my own business, which means I'm...

Response duration: 59s

AI ANALYSIS

- CONCERN

"What I want you to know is that I don't wait for problems to become obvious—I hunt for them... What excites me most is finding these hidden opportunities... What's one area in this role where you've s..."

-> Candidate is clearly ambitious and improvement-focused, which is positive. However, the repeated emphasis on finding gaps and the direct que...

EVALUATION SYNTHESIS

Goal Performance Summary

PERFORMANCE BY EVALUATION GOAL

PERSONAL

Manages own task list independently, prioritizing and executing work without waiting for explicit direction or frequent check-ins

8.5 /10



"Candidate demonstrates independent task management across multiple examples. In Q2, they managed a content calendar 'without formal oversight' and 'didn't wait around' when instructions were fuzzy. In..."

PERSONAL

Asks clarifying questions when instructions are unclear and makes operational decisions independently rather than guessing or waiting for confirmation

8.5 /10



"Candidate explicitly asks clarifying questions and makes independent decisions rather than waiting. Q2: 'When instructions got fuzzy around posting frequency, I didn't wait around. I ran a quick analy..."

PERSONAL

Maintains productivity and focus when workload increases or priorities shift unexpectedly, without needing reassurance or external structure

8.0 /10



"Q3 directly addresses this: 'I had this happen last quarter when two major clients escalated their requests simultaneously. Instead of waiting for direction, I immediately mapped out all incoming work..."

INTERPERSONAL

Communicates proactively with team members in informal settings, adapting communication style on the fly and flagging needs without waiting for formal check-ins

8.5 /10



"Q4 is the primary evidence: 'I grabbed my manager during a quick coffee run and laid it out... I didn't wait for permission; I pinged the relevant team members on Slack with specific examples.' Candid..."

PERSONAL

Prioritizes multiple simultaneous tasks without external structure, making operational decisions about what to do first based on team needs and deadlines

8.0 /10



"Q5 demonstrates clear prioritization logic: 'I'd quickly assess impact and urgency by asking clarifying questions... Is someone blocked from moving forward? Does something affect the whole team's work..."

KEY STRENGTHS

- **Proactive problem-solving and ownership mentality**

"I've built my career on noticing gaps and filling them—that is just how I'm wired... I treat every task like it's my own business, which means I'm always asking..."

- **Results-oriented execution with concrete metrics**

"Cut meeting conflicts by 40% and saved us hours weekly... We increased engagement by 34%... I proposed we build a simple dashboard that cut manual work by 70%."

- **Excellent alignment with team's fast-paced, informal working style**

"I grabbed my manager during a quick coffee run and laid it out... I didn't wait for permission; I pinged the relevant team members on Slack with specific exampl..."

- **Independent decision-making without waiting for direction**

"When instructions got fuzzy around posting frequency, I didn't wait around. I ran a quick analysis of our best-performing posts, identified the optimal cadence,..."

- **Transparent communication and stakeholder management**

"I told the other two exactly when they'd get my attention and why I was prioritizing that way... I also look ahead—sometimes I'll start something small for pers..."

CULTURAL FIT · COMMUNICATION

The candidate demonstrates a strong alignment with Harborview's fast-paced, informal working style. They proactively ask clarifying questions, adapt communication on the fly, and show comfort operating without formal processes—all critical for this team. Their ownership mentality and bias toward action match the team's quick decision-making culture.

The candidate communicates directly and solution-focused, as evidenced by their approach to flagging issues via informal channels (coffee runs, Slack) rather than waiting for formal meetings. They frame problems as opportunities and come prepared with options, which builds trust in fast-paced environments. Their authentic curiosity about team needs and willingness to ask clarifying questions suggests they will integrate well with informal team dynamics.