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From: Raymond Walsh
Sent: Friday, 25 January 2019 1:34 PM
To: Yasmin Smith
Subject: RE: RE: Schedule changes due to meeting on Tuesday

No worries – schedule will change from time to time depending on what activities we may not have to do eg; no noble training. There's also flexibility with GI's etc so if its easier to do two in one day or one on Wednesday & one on Thursday we can do that too – just let me know.

Cheers,
Ray

From: Yasmin Smith <Yasmin.Smith@2evolve.co.nz>
Sent: Friday, 25 January 2019 11:29 AM
To: Raymond Walsh <Raymond.Walsh@2evolve.com.au>
Subject: RE: RE: Schedule changes due to meeting on Tuesday

Hi Ray,

I have been working to schedule one so next week is scheduled according to that. I will work to schedule two going forward.

Thank you,

Yasmin

From: Raymond Walsh
Sent: Friday, 25 January 2019 1:06 PM
To: Yasmin Smith
Subject: RE: RE: Schedule changes due to meeting on Tuesday

Hey Yasmin,

Thanks for updating the spreadsheet.

With the schedule, the total amount of hours is what is spent on NZ activities not the amount of hours the recruiter works. So with option 2 – we have time to help out with OZ activities and/or other projects etc.

Cheers,
Ray

From: Yasmin Smith <Yasmin.Smith@2evolve.co.nz>
Sent: Friday, 25 January 2019 10:31 AM
To: Raymond Walsh <Raymond.Walsh@2evolve.com.au>
Subject: RE: RE: Schedule changes due to meeting on Tuesday

Hi Ray,

It should be option one – there is no Monday on option one and I work 7 hours a day with an unpaid half hour break, not 6.5.

GI is updated with the correct times and I've exited out of the schedule.

Thank you,

Yasmin

From: Raymond Walsh
Sent: Friday, 25 January 2019 12:28 PM
To: Yasmin Smith
Subject: RE: RE: Schedule changes due to meeting on Tuesday

Hi Yasmin,

Thanks – Clio will be helping out with training today. Just make sure the GI Register has the correct times etc.

As per the original Recruitment schedule – we should be following option two as you don't work on Mondays. Can you also please come out of the schedule as it says it's locked for editing on your end.

Cheers,
Ray

From: Yasmin Smith <Yasmin.Smith@2evolve.co.nz>
Sent: Friday, 25 January 2019 9:28 AM
To: Raymond Walsh <Raymond.Walsh@2evolve.com.au>
Subject: RE: Schedule changes due to meeting on Tuesday

Hi Ray,

Just tried to call. On Tuesday morning I had a group interview planned for 10.15am and orientation at 12pm – 3pm for any new starters we hire in FA today.

To fit our meeting I'll move my GI to 11.30am and have orientation at 1.30pm – I'll also need to have an extra GI on Wednesday morning to fill up FA for Wednesday afternoon.

Now that we have swapped orientation and GI permanently on the schedule in week one, from next week onwards everything should run smoothly, all things going as expected.

Today I have screening in the morning, GI at 12, FA at 2pm and new starter paperwork and more screening in the afternoon.

Thank you,

Yasmin Smith

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