Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Master: SOP- Hiring - Systems Vault**

**PREREQUISITES**

[SOP- Setting up Job Description- Systems Vault](https://docs.google.com/document/u/0/d/1O5lSfxJLq-1TvNjPtptRkJ9gbx5BL0PNh32odS0A3jU/edit)

[SOP- Screening & Interviewing Candidates- Systems Vault](https://docs.google.com/document/u/0/d/1GSd5dDkddEIlXVgqB6gPqWScuUnWVe8FbNM1QcNNpt8/edit)

[Master: URLS (master links)- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1mlQjpjNMlD4NJVtNFufaUVEE326vNw4TkKrwULAD43U/edit)

**PURPOSE**

To screen, interview and bring on quality people to the team quickly and efficiently.

**POLICY**

Job descriptions page URLs are listed in the [Master: URLS (master links)- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1mlQjpjNMlD4NJVtNFufaUVEE326vNw4TkKrwULAD43U/edit) in the “SN Master: Website URLs” tab

Applications come in to hiring@sarahnoked.com, an email account with a filter set up to forward to Sarah Noked and Operation Manager

**PARTY**Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Setting up the Job Description

Part 2: Interview Candidates

**PROCEDURE**

**Part 1: Setting up the Job Description**

See: [SOP- Setting up Job Description- Systems Vault](https://docs.google.com/document/u/0/d/1O5lSfxJLq-1TvNjPtptRkJ9gbx5BL0PNh32odS0A3jU/edit)

**Part 2: Screening & Interviewing Candidates**

See: [SOP- Screening & Interviewing Candidates- Systems Vault](https://docs.google.com/document/u/0/d/1GSd5dDkddEIlXVgqB6gPqWScuUnWVe8FbNM1QcNNpt8/edit)

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**