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**SOP- Screening & Interviewing Candidates- Systems Vault**

**PREREQUISITES**

[MASTER: SOP - Hiring- Systems Vault](https://docs.google.com/document/u/0/d/1Ddi3WBGTI31tFJSU35K7TP9Q_FkzIAyPQkID0X-dA8w/edit)

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

[Template: Hiring Questions](https://docs.google.com/document/d/1mE944Fwg7yAtd1r6iXI5IOgafjovEH3G5ASNJ3iIxeA/edit?usp=sharing)

[Template: Not Suitable for Interview- Systems Vault](https://docs.google.com/document/d/1OexcY0Q0Kb82COnOWGELbODeyxBOMDnid9EHE0vasuk/edit?usp=sharing)

[Template: Suitable for Interview- Systems Vault](https://docs.google.com/document/u/0/d/11YwSBqmGX7zlXAm61YLTK2ev5mrDRconhw93CkwM88Q/edit)

[Template: Hiring Test Project- Systems Vault](https://docs.google.com/document/d/1O-ykaSfQJUKyFnOjrreFUI-CMUPEFSQ2umXTU43SHmI/edit?usp=sharing)

Template (Email): Not suitable for role

[Teamwork PM](http://sarahnoked.com/teamwork)

**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)

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

Interviews are held on Zoom with video enabled.

During interview, keep an eye out for warning signs:

* badmouthing past boss/coworkers
* Negative/victim mentality
* Objection to core team values- like time tracking and transparency

**PARTY**Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Manage/ follow up with inquiries + set up interviews

Part 2: Interview (phase 1), send test project

Part 3: Review test project and pass details to Sarah for final interview (if applicable)

**PROCEDURE**

**Part 1: Manage/ follow up with inquiries + set up interviews**

1. Screen leads:
   1. Not suitable-
      1. If they do not fill out applications correctly or are not a fit, send this email [Template: Not Suitable for Interview- Systems Vault](https://docs.google.com/document/d/1OexcY0Q0Kb82COnOWGELbODeyxBOMDnid9EHE0vasuk/edit?usp=sharing)
   2. Suitable
      1. If they fill out the application correctly and are a good candidate, send this email [Template: Suitable for Interview- Systems Vault](https://docs.google.com/document/u/0/d/11YwSBqmGX7zlXAm61YLTK2ev5mrDRconhw93CkwM88Q/edit)

**Part 2: Interview (phase 1), send test project**

1. Use the [Template: Hiring Questions- Systems Vault](https://docs.google.com/document/d/1mE944Fwg7yAtd1r6iXI5IOgafjovEH3G5ASNJ3iIxeA/edit?usp=sharing)
2. Ask them what their salary/hourly rate expectations are, do not get into negotiations
3. If candidate is suitable, send test project email [Template: Hiring Test Project- Systems Vault](https://docs.google.com/document/d/1O-ykaSfQJUKyFnOjrreFUI-CMUPEFSQ2umXTU43SHmI/edit?usp=sharing)

**Part 3: Review test project and pass details to Sarah for final interview (if applicable)**

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**