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**SOP- Setting up Job Description- Systems Vault**

**PREREQUISITES**

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

[Template (Email): Not suitable for interview](https://docs.google.com/document/d/1OexcY0Q0Kb82COnOWGELbODeyxBOMDnid9EHE0vasuk/edit?usp=sharing)  
[Template (Email): Suitable for interview](https://docs.google.com/document/d/11YwSBqmGX7zlXAm61YLTK2ev5mrDRconhw93CkwM88Q/edit?usp=sharing)  
[Master: URLS (master links)- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1mlQjpjNMlD4NJVtNFufaUVEE326vNw4TkKrwULAD43U/edit)

**PURPOSE**

To screen candidates in an effort to bring on quality people 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

If an applicant submits an incomplete or incorrectly submitted application, or there are spelling errors we will not interview candidates

Applicants sent to us by referrals or friends get priority, but still go through the same application process

**PARTY**Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

**Part 1: Review/update job description + post job description**

**PROCEDURE**

**Part 1: Review/update job description template + post job description**

1. Set a meeting with Sarah to discuss the team member role/responsibilities and where we will be sharing the job posting (FB, online directories, etc)
   1. Create the job description updates and update [Master: URLS (master links)- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1mlQjpjNMlD4NJVtNFufaUVEE326vNw4TkKrwULAD43U/edit) in the “SN Master: Website URLs” tab
   2. Create post description and share it to agreed places discussed (FB, online directories, etc).

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**