Talent Acquisition at Pam.ai

The PAM Process = Pinpoint. Assess. Move.
- Pinpoint the right talent.
- Assess for real-world impact.
- Move fast to secure top candidates.

1. Intaking & Posting

Partnerships

- Hiring Manager + Recruiter
- Business outcome this role supports
- Must-haves vs nice-to-haves
- Compensation range approved
- Interview panel confirmed
- Job Posting (LinkedIn, Indeed, Universities/Colleges, Bootcamps)

2. Sourcing

Building the Pipeline

- Inbound: Job boards (LinkedIn, Indeed).
- Outbound: Active headhunting on LinkedIn Recruiter.
- Referrals: A "Pam-ily" referral bonus program to encourage employees to bring in trusted peers.
- Events, Conference, Career Fairs, Meetups

3. Screening

Culture Check

- Recruiter Screen (30 mins): A high-level assessment of "The Pam-ai Fit."
  - Mission alignment, salary expectations, and basic domain experience.
  - The "Pam" Test: Does the candidate show genuine curiosity about how AI can transform a traditional industry like auto sales?

4. Assessing

Skill Validation

Depending on the department, the candidate enters a specific track:

Department	Assessment Method	Focus Area
Engineering	Technical Take-home or Live Coding (Oral/Whiteboarding)	System design, ML model accuracy, and clean code.
Sales	Role-Play Discovery Call	Ability to handle dealership "gatekeepers" and sell ROI.
Operations	Case Study / Problem Solving	Process optimization and client implementation strategy.

5. Interviewing

Deep Dive & Leadership Review

This stage involves 3-4+ back-to-back interviews

- Technical/Sales/Ops Peer Interview: Can they do the job?
- Cross-Functional Interview: For example, an Engineer interviews with a Sales Lead to ensure they can communicate technical concepts to non-techies.
- Leadership/Executive Interview: Focuses on long-term vision and leadership.

6. Decisioning

Final Commitment

- Internal Debrief/Consensus: The hiring team meets for 15 minutes to reach a "Hire/No-Hire" decision.
- Reference Checks: Two professional references, focusing on reliability and growth mindset.
- The Verbal Offer: A video call with the Recruiter or Hiring Manager to discuss the "total package" (Base, Commission/Equity).
- Written Offer: Sent via an e-signature platform (Docusign) with a 48–72 hour expiration.
- Confirm official start date.

7. Pre-boarding

The "Welcome to the Pam-ily" Experience

- The "Welcome to the Pam-ily"" Kit: Laptop, Pam.ai swag, and a "Day 1" agenda sent to their home before the start date.
- Administrative Onboarding: Background checks and I-9 verification completed via HRIS.
- Access Provisioning: Set up email, Slack, and Jira/Salesforce accounts 72 hours before they start.
- The "Pam-Buddy" Introduction: Assign a peer mentor (not their manager) to reach out via Slack or LinkedIn to say, *"Hey, I'm your buddy! Feel free to ask me anything before Monday."*
- ** If there is a start date that extends beyond 4 weeks, then set up a face to face meeting, lunch/dinner/office to ensure the candidate starts.*

8. Starting & Onboarding

First Day

This stage is divided into three distinct milestones to ensure long-term retention.

- Welcome & prep materials
- Tools and access ready
- Lunch w/ a colleague
- 30-60-90 day expectations set