SOP-01 Recruitment

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Scope

Recruitment is meant to bring new members to keep our system working at its finest in future semesters. To keep the system working at its finest, members should split the following tasks:

- Design
    - Aerobody shell
    - Accessories (hinges, latches, light mounts, etc)
    - Simulation
    - Molds
- Manufacturing
    - Molds
    - Layup

For these tasks, 3-4 trained members are recommended[1]. This will allow each member to have enough work to stay involved. In the past, more members have caused the amount of work to thin out and members to not be productive or leave. Fewer members would be very challenging due to the amount of work.

Keep in mind that some people may stick around for a while before drifting away; that is, be careful not to overcount trained members. Newer members tend to leave during times of great change, such as shifting from designing to manufacturing or the ending of semester. Thus, after these changes is the best time to judge how many trained members are on the system.

If the system will still have a minimum of 3 members a year from now, proceed with the express recruitment process. Otherwise, proceed with the active recruitment process.

Express Recruitment

New members will be expected to carry out a lot of the learning process on their own. As long as enough trained members are consistently available, new members will not be involved in manufacturing or, for the most part, and design of the car. Instead, they will be gaining skills by having tasks such as going through the Solidworks surfacing course and most independently educating themselves on other aspects of design, such as methods of manufacturing.

During express recruitment, no great efforts should be made to bring more people into Aerobody, but no discouragement should be offered either. The expectation that new members will be doing a lot of learning on their own, and not working directly on the car, should be made clear.

[1] As of 2020, Pierre Angibaud. Assumes that monocoque design is handled by different subsystem, add 2 more members if Aerobody is responsible for the design and production of the monocoque.

Active Recruitment

New members need to be trained in design and given practice in manufacturing. Familiarity with Solidworks is recommended, although all new members will still need to be taught surfacing (or NX).

As soon as new members have enough training, give them tasks related to the car. During the design phase, this might be designing sub assemblies such as canopy, or setting up and running simulations. During manufacturing, this would be carrying out practice layups, observing leads do real layups, and doing other helpful tasks around the shop.

During active recruitment, stress to new members that they are expected to work during work meetings and outside of meetings for a few hours a week. Make sure they are interested in both aerodynamic design and doing composite manufacturing, as the goal is for all members to be able to do both tasks. Ideally, initially recruiting a few more members than needed will account for people leaving when they realize they are not interested.