



GUIDELINES & REQUIREMENTS FOR:  
**OFFICIAL CRAFT'S  
DISCORD STAFF APPLICATION**

**Disclaimer:**

Those who meet these requirements & agree to follow these guidelines may submit an application, however submitting an application does not guarantee the said user a staff position. Every application is handled on a case-to-case basis and may be declined for various reasons. All staff applications will be manually reviewed by SR STAFF.

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***Introduction by Official Craft***

Greetings, welcome to the official discord staff application guidelines & requirements. This document was created for members to learn the guidelines and requirements we expect our staff members to follow at all times. Please be sure to fully review this document prior to submitting your application. I look forward to reviewing applications alongside our SR STAFF team.

Signed,

*Official Craft*

## ***Section 100: General Guidelines***

### **100.1: Expectations** *(continued)*

- a. All staff members are held to the same standards expected by all users within the *Official Craft* community.
  - i. The community was made to accommodate all members, no matter what their religion, orientation, or political beliefs is. No staff member is above the rules and always is required to abide to the rules the same as anyone else.

### **100.2: Respect**

- a. All users including staff members are expected to respect ALL individuals. Everyone shall be treated with the same level of respect. Treat everyone how you would treat your own family.

### **100.3: Professionalism**

- a. All staff members are expected to maintain a professional attitude during all communication within the community discord server.
  - i. Professionalism is one of our highest priorities for all staff members, professionalism is but not limited to the following:
    1. Professional Attitude
    2. Correct grammar
    3. Correct punctuation

## ***Section 200: Applying Requirements***

### **200.1: Honesty**

- a. When applying, applications shall contain nothing but the truth. When reviewing staff applications our main focus to determine if the individual is fit for our team, is honesty.
- b. All questions should be answered to the best of your abilities.

### **200.2: Age Requirement**

- a. Must be 14 years old or older on the date of the application.

### **200.3: Required Equipment**

- a. All staff members are required to have a computer capable of connecting to the discord server.
- b. Must own a working microphone which produces clear audio.

### **200.4: Level Requirement**

- a. To ensure the user is dedicated to the community, the user must be a minimum level of 10 within the server. (To check rank status, type !rank in #bot-cmds)

### **200.5: Good Standing**

- a. Must not have more than 4 moderation logged points in the last 30 days.

- i. View more on our point system [here](#), for more details.

## ***Section 300: Application Process***

### **300.1: Application**

- a. Once completed reading this document, an application can now be submitted. The application process continues as follows:
  - i. Submit a physical application, **found [here](#)**. (editor note: make sure to add application to the “here” text, once it’s ready)
  - ii. If accepted, a voice interview will be scheduled
  - iii. Once completed & accepted, the user(s) will begin their trial period.
- b. During no point should an applicant request their application to be reviewed. Applications will be read within 72 hours of submission. If no response has been given after 168 hours (7 days), direct message a SR STAFF member.

### **300.2: Trial period**

- a. Upon acceptance into the staff team, the trial period will initiate. During the trial period, SR STAFF will be evaluating the user(s) performance, activity, and professionalism.
- b. Trial period normally is 30 days, however exceptions may be made by SR STAFF depending on the user(s) performance, activity, and professionalism.
  - i. While exceptions to the length of the trial period can vary, at no time shall the user request or suggest that their trial period should be adjusted.
  - ii. Trial periods can be adjusted past the 30 day mark by SR STAFF for the following:
    - 1. The user(s) activity has been lower than expected.
    - 2. The user(s) hasn’t shown their full expected performance
    - 3. SR STAFF needs more time to evaluate the user(s).

## ***Section 400: Promotions & Demotions***

### **400.1: Promotions**

- a. Staff promotions are given out based on the following:
  - 1. Activity
  - 2. Professionalism
  - 3. Competency
- b. Regardless of what rank the user is, never shall the said user ask for a promotion. SR STAFF works hard reviewing each individual staff member, and chooses those who are deemed fit, for a promotion.

### **400.2: Demotions**

- a. SR STAFF reserves the right to at any said time demote an individual for violation of guidelines, requirements, etc.
- b. While typically a reason is provided, SR STAFF is not required to provide the individual with a reason for termination.