

THE HIRING PROCESS

Instructions: This guide will help you build a hiring process for your company. Use this guide alongside The No B.S Small Business Book.

1. APPLICATION COMES IN

We collect applications in three main ways.

- Our company website
- LinkedIn
- Our Recruitment Director does an outreach and prospects a candidate

2. INITIAL PHONE SCREEN WITH THE RECRUITMENT DIRECTOR OR OUR PEOPLE TEAM

In this initial phone screen we're ultimately looking for culture fit & skill set alignment and salary alignment.

3. SKILLS ASSESSMENT TEST

For certain roles, we may skip this step if it's not applicable.

4. GROUP ZOOM INTERVIEW WITH DIRECT SUPERVISOR AND A PEER

5. FINAL ZOOM INTERVIEW WITH DIRECTOR OR VP LEVEL

6. FOR HIGHER LEVEL POSITIONS, SUCH AS A DIRECTOR OR VP LEVEL, IT MAY BE NECESSARY TO ALSO CONDUCT AN IN PERSON INTERVIEW, INSTEAD OF ZOOM AS THE FINAL STEP.