# Interview Process

## Creating a role:

- ☐ Identify opportunity for new position and research potential roles.
- ☐ Get pre-approval from executive/board about potential budget for position.
- ☐ Pull existing job description from ‘[ADMIN] Interviews’ Airtable base OR write first draft of job description (in provided template), including:
    - Potential job title(s)
    - Job type (full time, part time, contractor, etc)
    - Years of experience
    - Education level
    - ‘What they will contribute’
    - ‘Job responsibilities’
    - ‘Required Skills’
    - ‘Preferred Skills’
    - ‘How to apply’
- ☐ Share potential job titles with HR (Andy) for market compensation research and approved salary range
- ☐ Propose new role to leadership/founding team for approval
    - Include job description info
    - Updated org chart
    - Reason for role
    - Value add to department
    - Value add to company
    - Desired hiring timeline
- ☐ If approved, communicate to department team about new role and to entire company during weekly team meeting about open roles.
- ☐ Finalize job description and share with Marketing (Sarah) for posting. Include desired platforms to be posted (Breezy, website, Built In Chicago, 1871, etc)

# Interview phases:

## ROUND 1: (Remote)

Phone Interview OR Coffee Meeting (hiring manager/team) – 30 min

- Introductions, Heretik overview, overview of job description, qualifying questions, resume summary, and compensation expectations
    - Re-identify/confirm screening levels on scorecard
- Objective: Screening
- Next Step: Schedule Round 2 interview or decline, (optional assignment)

## ROUND 2: (In-person)

Technical interview (hiring manager/team) – 45 – 60 Min

- Overview of JD/responsibilities, qualifying questions/conversations, portfolio/experience review, interview with department/specific team members
- Objective: Qualifying candidate for job
- Next Step: Schedule Round 3 interview or decline, (optional assignment)

## ROUND 3: (In-person) – 60 Min*

**(Should also be done on same day as Round 2 depending on scheduling)**

Values interview (culture committee) – 30 Min

Two members present, list of targeted questions (TBD), candidates encourage to ask questions about company/culture

SCENARIO QUESTIONS

- Objective: Determine Values Fit
    - Evaluating Heretik values

Founder interview (founders/leadership) – 15 Min

At least one founder meets with person, blend of candidate and founder questions

- Objective: Founder buy-in

Closing Out with Hiring Manager – 15 Min

- Determine answers any outstanding questions based on hiring decision, review assignment if applicable
    - Start date
    - Salary Expectations
    - Re-location logistics

Objective: Next Steps & Expectations

- Next Step: Work with HR to draft offer letter, benefits package, and offer summary packet or decline

## Candidate Quality Analysis

- Throughout the interview process, be sure to evaluate the ratio of qualified candidates through each stage. If you are finding a lack of quality candidates, take some time to answer the following questions:
    - Is the job post accurate?
    - Does job title reflect the required responsibilities?
    - Is the job posted on the right platforms/categories?
    - Do you need to upgrade the job promotion in Breezy?

# Interview hospitality:

## BEFORE THE INTERVIEW:

- ☐ When scheduling onsite interviews, communicate expectations, including:
    - Dress code
    - Office address & how to access the building
    - Interview agenda & times
    - Names & titles of who they are meeting with
    - Anything they should bring
    - Any assignments to be completed
- ☐ Fill out and submit 'Guest Registration Form' to notify company when an individual is coming in for an interview.
- ☐ Print out resumes and distribute to anyone involved with interview.
- ☐ Remind all participating Heretiks of their responsibilities as interviewers. Assign someone to focus on taking notes/manage time and someone to guide the conversation
- ☐ Greet candidate in the lobby, offer to hang their jacket in closet, offer them a drink, and show them where the bathroom is
- ☐ If they are early, have them sit in the lobby or the room their interview room

## AFTER THE INTERVIEW:

- ☐ Communicate next steps/expected timeline to candidate
- ☐ Walk them out and make sure they know how to get out/where they are going
- ☐ Schedule a meeting with the interview committee to discuss candidate(s). Hiring manager & department team capture and summarize everyone's feedback and submit a Breezy
- ☐ Identify and rank top candidates and work with HR to draft and send offer letter.

# New Hire Onboarding

## Roles:

An overview of the roles involved with employee onboarding:

- **Hiring Manager**
- **Buddy**
- **HR**
- **Team**
- **Culture Committee**
- **IT**

## Prior to start:

Tasks to be completed before the new hire starts:

- ☐ After offer letter is signed and returned, let Marketing (Sarah) know to remove job posting from website. **[Hiring Manager]**
- ☐ Share business card information with marketing to order. **[Hiring Manager]**

- ☐ Assign new hire a Heretik buddy. Choose someone that they will not be working with day-to-day **[Hiring Manager]** **[Buddy]**
- ☐ Write and send welcome letter including their start date, overview of expectations, the New Hire Airtable form, and their assigned buddy. Remind them to bring their proof of work (passport, birth certificate, SS card) **[Hiring Manager]**

- ☐ Schedule and communicate the meeting schedule to both the new hire and anyone else attending. The following are required meetings: **[Hiring Manager]**
  - Tour building/area **[Buddy]**
  - Office tour & introductions **[Hiring Manager]**
  - Product Demo **[Adam, Charlie, Rishi, or Andy]**
  - New Hire Lunch **[Team]**
  - Meet with relevant departments/team members **[Hiring Manager]**
  - Account Setups, Paperwork, Employee Handbook & HR **[HR]**
  - Overview of office culture **[Culture Committee]**
  - Headshots **[Sarah]**

- ☐ Request a building and/or office keycard from Andy and a bathroom key **[Andy]** **[Hiring Manager]**

- ☐ Locate and set up the new hire's desk and communicate to IT to make sure ethernet is hooked up. Please provide them with a few pieces of swag, including a t-shirt, water bottle, notebook, stickers, etc. **[Culture Committee]**
- ☐ Request and setup any hardware [IT] **[Hiring Manager]**
    - Include any position-specific equipment (desk phone, tablet, etc)
- ☐ Request and set up any software [IT] **[Hiring Manager]**
    - Gusto
    - Breezy
    - Carta
    - Office365 (and download office applications)
    - Visual Studio Online
    - LastPass
    - Slack
    - Airtable
    - Adobe
    - Salesforce
    - Relativity
    - SproutSocial
    - ZenDesk
- ☐ Work with Charlie to write new hire announcement to investors, and potential clients. **[Hiring Manager]**
- ☐ Write and send a new hire announcement email to the team, explaining who the person is, what their role is, and when they are starting. **[Hiring Manager]**
- ☐ Invite to Gusto **[HR]**
    - https://manage.gusto.com/payroll_admin/people/hire
- ☐ Complete Gusto New Hire Checklist **[HR]**
    - https://gusto.com/tools/employee-onboarding-checklist
- ☐ Submit New Hire Report to Illinois DCCS **[HR]**
    - https://newhire.hfs.illinois.gov/NewHireWeb/index.jsp
    - Credentials in LastPass (Illinois – DCCS)

# Day One – Orientation:

Required meetings to schedule for your new hire with estimated times. Feel free to schedule these meetings throughout their first couple of days based on availability and priority:

- ☐ [EST. 30 MIN] Welcome new hire with a tour of the office and brief introductions to the team members. Please make sure to show them where the bathrooms are! **[Hiring Manager]**
- ☐ [EST. 60 MIN] Give the new hire a brief tour of the building, as well as the surrounding area. Take the new hire out to a lunch near-by. **[Buddy]**
- ☐ EST. 60 MIN] Give your new hire their log-ins to their software accounts, have them fill out any paperwork, and check-in with HR. **[HR]**
- ☐ [EST. 30 MIN] Share Heretik's founding story, mission, vision, and values. **[Charlie]**
- ☐ [EST. 30 MIN-60 MIN] Have your new hire meet with your department, as well as any other individuals they will be working closely with. **[Hiring Manager]**
- ☐ [EST. 60 MIN] Give the new hire an overview of the industry and provide an in-depth product demo. **[Adam, Charlie, Rishi]**
- ☐ [EST. 60 MIN] Share an overview of office culture initiatives and policies. **[Culture Committee]**

# Day Two – Ramp Up:

- ☐ [EST. 30 MIN] Review the new hire's role & responsibilities with them. Explain what projects they will be working on and what the expectation is. **[Hiring Manager]**
- ☐ [EST. 60 MIN] Relativity Intro – an overview of our relationship to Relativity, what they do, and why it matters. **[Charlie, Rishi, Sam, Adam]**

# Day Three (Engineering Only) – Relativity Building:

- ☐ Provide an in-depth and interactive overview on how to start developing on Relativity. **[Sam, David, Andy]**

# Appendix

## Phone screen questions:

- ☐ Why are you leaving your current position?
- ☐ Why are you interested in Heretik?
- ☐ What can you tell me that isn't on your resume that is important for me to know about you?
- ☐ How would you describe your work style?
- ☐ What would you say is the most important skill you've learned in your current role? What's an area/skill you'd like to improve on?
- ☐ What's some feedback that you've received that was difficult to hear, but ultimately has proven to be really valuable?
- ☐ What are your salary expectations?
- ☐ What questions can I answer for you?