Interview SOP Guidelines

Most employers have an SOP for interviewing/onboarding. If yours doesn't, get with your team to collaborate on a flow that works best for your organization. Here are a few universal guidelines that you will want to consider as you create one for your team. Don't forget to check with the folks at corporate. They will definitely want to get on the same page, when it comes to their involvement towards the end.

- Expect your recruiting partner to need 14 - 21 days for recruiting & candidate submissions (the higher the position, the longer they'll need)

- Provide 1 week + notice to recruiter/selected candidates to schedule interviews

- Allow 2 full days + travel time for 1st round F2F Interview

- Allow 1 - 2 days + travel time for 2nd round F2F Interviews

- Build time in for field travel, video interviews, behavioral assessments, and background checks (where applicable)

- Provide 1 week + notice for finalists, if they need to fly in for corporate interviews. They will need to take off 1+ days of their current job.

- Communicate with Corporate team in advance on offer letter/salary approval. This can easily take 2 - 3 days.

- Expect finalist to take 1 - 2 days to turn in their offer letter acceptance