Hiring Process

Once we have decided which applicant to hire the staffing department takes the following action steps to officially hire and onboard:

Corrin's Steps

1. Make the official offer via email to the candidate. Include proposed start date and details.
2. Once they accept, send another email outlining the emails they can expect to receive as part of onboarding (Official Welcome, Training Email, Site Intro)
3. Go into AirTable's Staff Master and find the applicant in "Interviewed-Positive" list
4. In the applicant's profile, select a start date and enter the location they've been hired for in "Scheduled Event" field
5. In the applicant's profile now switch them from "Interviewed" to "Hired"
6. If the site is a brand new site, go to Host Needed view in Sites Master, locate the site and enter host in the Host field. Switch site from "Host Needed" to "Trainer Needed"
7. If the site is an existing site, go to the Life Cycle Events table in Sites Master, fill in the "New Host Here" form. Now go to the Host Needed view in the Schedule table, and change the site from "Host Needed" to "Trainer Needed"
8. Go to Host Google Calendar and make sure new host is listed for their site. Make sure to press "For this and all following events" to ensure it is a long-lasting calendar change!
9. Check your drafts folder in your email inbox. This should now include the Official Welcome Email for your new host. Edit the pay schedule and date of week when they can expect first payment. Send email.
10. Go to Gusto and add them in so they get an invite to create a profile.
11. Go to play.triviamafia.com or play.initialsgamelive.com and search for an existing player profile. If there is one, give them staff status. If there is not, create a profile, give them staff status. Either way, email host to let them know they now have staff access.

Mary Kate's Steps

1. Post training shift in job opportunities page on Slack
2. Once a trainer is identified, go to the Life Cycle Events page in Sites Master, fill in the "New Hire Training Assignment Form". Now go to Host Needed page and change the site from "Trainer Needed" to "Good to Go"
3. Trainer email draft will go to Mary Kate's Gmail account. Once information is edited, that is sent out to new host, training host(s) with Mary Kate, Brenna, Corrin and the On-Call host on copy.
4. Go to Host Google Calendar and list trainer(s) on the correct dates for the site.