


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-006
		Effective Date	01/01/2023
		Revision Number	02
			Revision Date
Open Interview/Onsite Hiring Event Process			Page 1 of 2

I. OBJECTIVE

To detail the process for utilizing and conducting an onsite hiring event or open interview session.

II. SCOPE

This SOP is applicable for any site managers needing to supplement their application flow and should only be utilized if FTE ratio is at 0.75 or lower.

III. PROCEDURE

1.0 Open Interview Process

- 1.1 District Manager must communicate with Talent Acquisition Manager to coordinate a date to conduct an open interview session.
- 2.1 Signage should be placed on site at least 3 days prior to session.
- 3.1 Facebook Ads should be requested for 2-3 days prior to session.
- 4.1 District Manager will ensure that there is management coverage for the length of the session as well as the District Manager should be present.
- 5.1 During the open interview session, a TRT recruiter will be on standby. Should a candidate be interviewed that the Site or District Manager would like to hire, an application should be filled out and the name sent to careers@mammothholdings.com immediately for a screening call to be conducted within 30 minutes of acknowledgement of the candidate.
 - i. The email should include all information necessary for an offer letter to be made, including: **start date, rate of pay, position title, and full time or part time status**
- 6.1 Upon the completion of the TRT screening, the recruiter will complete a job offer to be sent to the applicant to be signed on site, and notify the Hiring Manager by responding to the original email.
- 7.1 Hiring Manager ensures the job offer is signed so onboarding packet can be sent by recruiter.


IV. ASSOCIATED DOCUMENTS

V. [\[INSERT LINKS ASSOCIATED WITH SOP\]](#)

VI. VERSION

SOP No.	Effective Date	Reason for revision
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	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
Designation	Recruitment Manager	CPO	CPO
Signature / Date			

Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP/-HR-000
		Effective Date	11/10/22
		Revision Number	01
		Revision Date	11/10/22
New Team Member Onboarding Procedure			Page 2 of 2

006	5/19/2023	Adding job offer piece to aid management while on site
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	Written by:	Reviewed by:	Approved by:
Name			
Designation			
Signature / Date			