


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-003
		Effective Date	11/1/22
		Revision Number	01
		Revision Date	10/3/22
External Recruiter Process			

I. OBJECTIVE

To detail the process for utilizing and partnering with an external recruiting service.

II. SCOPE

This SOP is applicable to TRT and hiring managers who have partnered with TRT in obtaining recruitment services for an external third party.

III. PROCEDURE

1.0 Requesting a Requisition

- 1.1 Hiring Manager requests to open a requisition to fill an open position by following the procedure detailed in (SOP-TRT-001) Requesting a Requisition.
- 1.2 Talent Acquisition Manager notifies the external recruiter of the open position, requisition number, and Hiring Manager's contact information.
- 1.3 External Recruiter will reach out to the hiring manager to have a quick intake call regarding the specifics of the role, information regarding the market, etc.
- 1.4 External recruiter begins candidate sourcing.

2.0 Candidate Sourcing Process


- 2.1 External Recruiter will submit candidates for consideration to the Hiring Manager and Talent Acquisition Manager. Hiring manager MUST respond to external recruiter within 24 hours to coordinate interviews or pass on the candidate.
- 2.2 External Recruiter will schedule interviews according to the provided availability.
- 2.3 Once the interview is complete, the Hiring Manager must provide feedback, notification of release, or notification to move forward with the candidate to the External Recruiter and Talent Acquisition Manager within 24 hours. If more time is needed to come to a decision or if additional interviews should be scheduled, the Hiring Manager should notify the External Recruiter and Talent Acquisition Manager.

3.0 Closing a Requisition

- 3.1 Upon selecting a candidate for hire, the Hiring Manager must notify the Talent Acquisition Manager so the requisition can be closed both internally and externally.

1 ASSOCIATED DOCUMENTS

	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
Designation	Talent Acquisition Manager	CPO	CPO
Signature / Date			

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2 [\[INSERT LINKS ASSOCIATED WITH SOP\]](#)

3 VERSION

SOP No.	Effective Date	Reason for revision
SOP-TRT-003	11/1/22	Updated formatting and verbiage

	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
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Signature / Date	12/23/22	12/23/22	12/23/22