


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-002
		Effective Date	01/01/2023
		Revision Number	02
		Revision Date	09/30/2022
Fast Track Candidate Process			Page 1 of 2

## I. OBJECTIVE

To detail the process for expediting a pre-qualified applicant.

## II. SCOPE

This SOP is applicable for offering/onboarding rehires, walk-in, and hiring event candidates at the site level for non-exempt/hourly positions.

## III. PROCEDURE

### 1.0 Walk-In Candidate Procedure:


- 1.1 Site Manager interviews candidate and finds them suitable for open position
- 1.2 Applicant submits an application for the position via QR code/mammoth.careers
- 1.3 Site Manager sends email to [careers@mammothholdings.com](mailto:careers@mammothholdings.com) and the District Manager to initiate the final interview with TRT
  - Email subject line should be as follows: **Fast Track Candidate (Candidate Name)**
  - Email should detail candidate name, email, and phone number
- 1.4 TRT will contact the applicant within one business day for final screening
- 1.5 TRT will respond to the site manager's request with approval/denial to move forward with the applicant
- 1.6 Site manager will initiate the hiring or release process in Paylocity as applicable and noted in the Job Offer Standard Operating Procedure (SOP-TRT-005).

### 2.0 Rehire Candidate Procedure:

- 2.1 Former team member applies for open position or inquires with onsite management
- 2.2 Site Manager sends email including job slot ID to [careers@mammothholdings.com](mailto:careers@mammothholdings.com), HRBP, and District Manager to obtain approval for eligibility for rehire
  - Email subject line should be as follows: **Rehire Candidate (Candidate Name)**
  - Email should detail candidate name, email, phone number, job slot ID, and previous manager and/or location
- 2.3 Upon approval from HRBP, the Site Manager must launch a Job Offer letter per the Job Offer Standard Operating Procedure (SOP-TRT-005).
- 2.4 Once a signed offer letter has been received, a rehire packet will be launched from TRT in Paylocity

## 3 ASSOCIATED DOCUMENTS

	Written by:	Reviewed by:	Approved by:
Name	Hassie Campbell	Mark Hidle	Mark Hidle
Designation	HR Business Partner	CPO	CPO
Signature / Date	09/30/2022		

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New Team Member Onboarding Procedure			Page 2 of 2

4 [\[INSERT LINK TO NEW HIRE FORM\]](#)

5 **VERSION**

Revised by	Effective Date	Reason for revision
Hassie Campbell	01/01/2023	Updated document number and formatting

	Written by:	Reviewed by:	Approved by:
Name			
Designation			
Signature / Date			