


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-004
		Effective Date	01/01/2023
		Revision Number	01
		Revision Date	11/08/2022
Candidate Interview Process			Page 1 of 2

I. OBJECTIVE

To detail the process for interviewing a potential candidate for an open position.

II. SCOPE

This SOP is applicable for Site Managers and above that have an open position that requires them to facilitate an interview.

III. PROCEDURE


1.0 Conducting a 2nd Interview:

- 1.1 Prepare for scheduled interview by reviewing phone screening notes
 - i. Search for the candidate under the “Candidates” tab in the “Recruiting” section of Paylocity
 - ii. Click “Phone Screening” under the “Interviews” tab to review the answers collected by TRT during the initial phone screening
- 2.1 Complete 2nd interview notes while conducting interview
 - i. Under the “Interviews” tab under the applicant’s name, click “2nd interview Feedback” assigned to Hiring Manager
 1. Depending on the open position, the feedback form will specify either “CSA 2nd Interview Feedback,” “Supervisor or Management in Training 2nd Interview Feedback”, or “Management 2nd Interview Feedback.”
 - ii. Work through interview questions with applicant, making sure to fill out enough detail to back up a hiring decision. Submit form when completed.
 - iii. Ask applicant if they have any questions and answer to the best of Hiring Manager’s abilities
 - iv. Let applicant know they’ll be hearing back from the company by phone or by email sometime in the next two or three days
 1. If scheduling a 3rd interview, coordinate time with applicant and next level manager to set up a date and time

2.0 Notating application:

- 1.1 Use the text box under the “Feed” tab on an application to leave overall notes on interview, including reasons for release (following provided guidelines) or hire of an applicant

	Written by:	Reviewed by:	Approved by:
Name	Casey Bouley	Mark Hidle	Mark Hidle
Designation	Recruiting Manager	CPO	CPO
Signature / Date			

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Candidate Interview Process			Page 1 of 2

- i. if a 3rd interview is scheduled, leave a note on date and time and notify TRT immediately to assign feedback form
- 2.1 Refer to “Hiring or Releasing SOP” for further information

2 ASSOCIATED DOCUMENTS

3 VERSION

SOP No.	Effective Date	Reason for revision

	Written by:	Reviewed by:	Approved by:
Name	Casey Bouley	Mark Hidle	Mark Hidle
Designation	Recruiting Manager	CPO	CPO
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