## **Hiring**

## **The Process**

This document will cover the current Appwrite hiring process for application submission to candidate onboarding. This document was designed to easily understand our flow for hiring new team members as we expand our team. This document is aiming to be agnostic to the specific roles we are hiring.

Following and improving this process is crucial to maintaining our company culture and philosophy.

## **What Are We Looking For?**

* Passion
* Positivity
* Talent
* Values
* Diversity

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### **Step 0 - Apply**

The only way to apply for a position at Appwrite is through our careers page. Candidates who reach us in other channels like our support box, private emails, or social media should be referred to it.

### **Step 1 - Screening**

Each of our team members reviews the applications for roles under their responsibility, yet multiple team members will handle the screening process to reduce the load.

Our candidate's database is currently located on a Google Sheet and processed on Asana, but we plan to switch to a fully-featured [ATS](https://en.wikipedia.org/wiki/Applicant_tracking_system) as soon as we hire a people operation role.

<aside> 💡 Access to the candidates database is restricted for respecting candidates privacy. Only team members that are actively engaged in the hiring process should get access to this data. To get access to the data please contact @Eldad Fux, @Torsten Dittmann or @Christy Jacob.

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### **Step 2 - Intro Call**

Once a candidate has passed through the screening process, they're invited to an intro call with two members of our team. This casual and friendly call will help us assess the candidate's cultural fit and soft skills, introduce and pitch Appwrite and answer any questions. It is crucial to briefly document important notes from the call on the hiring board for future calls reference. Be very concise, polite, and professional on these notes.

### **Step 3 -** [**Skills Assessment**](https://docs.google.com/forms/d/e/1FAIpQLSeB_7NCl-hhRKhPDBRkTb5cDeSugbzjCSuHbfP3nKls8t-siQ/viewform)

This phase will help the hiring team understand what the candidate is more passionate about, their strengths and customize the following, optional, home practice, or technical call.

### **Step 4 - Practice (optional)**

If we need extra verification, we might consider sending the candidate a quick and concise home assignment to better understand their level of expertise. If we can, we will avoid this practice, and if required, we will respect the candidate's time and keep the scope very limited and focused.

The Appwrite team will review each practice carefully, and feedback will be provided to the ture Upgrade page in the console that we don't have yet. Would leave it blank for now. Might be that we don't have this page yet by the time we launch Cloud. If that will be the case we can hide it by the candidate whether the practice was good or not.

### **Step 5 - Technical Call**

The technical call assesses and validates the candidate's experience and estimates their potential. We'll avoid tricky questions and create a friendly and stress-free environment that will truly validate the candidate. A candidate shouldn't know all the answers to all the questions we ask, but they should demonstrate solid knowledge and passion in areas they are expected to excel. During the technical call, we should also assess how much value our team can provide the candidate and how far they can reach if we offer them all the tools and experience for success.

### **Step 6 - Founder Call**

A 30-45min video call with @Eldad Fux, our Founder & CEO. This call will be similar to the first call with a candidate and mainly be used for validation before hiring. This call could focus on any concerns that the hiring team might still have. This call will also be an opportunity for the candidate to get "first-hand" answers to questions they might have about Appwrite or the role.

### **Step 7 - Reference Check (optional)**

The reference check exists as an optional stage if we have any outstanding questions about the candidate that we couldn't validate during the previous calls. We might check previous team dynamics, management experience, and other soft skills that are hard to demonstrate and measure. The questions we ask should be specific to the information we seek and should take no more than 15 minutes to answer.

### **Step 8 - Offer 🎉**

We will send the candidate an offer to join us. We'll try to make the offer as attractive as possible, taking into account the candidate's expertise, experience, cost of living, and abilities.\*\*\*\*

When the offer is accepted by the candidate, They will be asked to answer the following form below. That way we can have all the personal details we need to start working on their contract.

<https://7nxwryuitoy.typeform.com/AppwriteOnbord>

## **Roadmap**

The hiring roadmap attempts to allow us and predicts our team growth over the next 10-12 months. The hiring roadmap is tightly coupled with our goals for the same period, our team structure, and our growing capacity. As an ambitious team, we must grow and scale as fast as we can but not faster than that so that we can maintain our culture, process, and effectiveness. The hiring roadmap attempts to allow us to plan and achieve just that.

<aside> 💡 \*\*Rule of Seven

We use the "rule of seven" to understand our growing capacity. Each team is responsible for creating a scalable process that allows us to grow, meaning each new team member joining a team should help us scale, create value, and reach our goals faster. That said, having a team larger than 7 members can be hard to lead, communicate and maintain. The rule of seven helps us understand when to create new teams and expand leadership. It also helps us understand what our current growth capacity is.\*\*