# **Pilot project for JOB TITLE - CANDIDATE NAME**

**Context**

Part of being a transparent organization is being transparent during the hiring process. One way we’ve managed to do so is by having paid pilot projects as a final step before we select our hire. Before the pandemic, the projects enabled candidates to come spend a few days with the team in the office working on something that actually brings value to the business. They could experience how we worked and vice versa. Since we shifted to working remotely, we’ve used Zoom calls and open Slack channels to bring this transparency and coworking experience to candidates. This document is a template you can use for your pilot project assignments.

# Objectives

This project will give [business name] the opportunity to evaluate you on several different levels:

**Hard skills** (example for software developer candidates)

* Quality code
* Unit test coverage
* Working with APIs
* The technical skills in general

**Softs skills**

* Communication
* Teamwork
* Autonomy
* Problem Solving
* Planning

It is also a chance for you, the candidate, to evaluate [business name]. So make sure you take advantage of this project to do so. If you feel like there’s someone you should be meeting, a document you’d like access too, etc. just ask! You might be surprised at how much we’re willing to share.

# Duration

In total, you should aim to spend 15 to 20 hours on the pilot, over one to two weeks maximum. The pilot is paid on an hourly basis. We’ll use an hourly rate that matches the salary you would be at if you join us. If you end up joining [company name], it will turn into a signing bonus. Otherwise you can just invoice us. The pilot project will be paid 30 days after receiving the invoice, if you are not hired.

Hourly rate: $XX.XX per hour

Maximum billable: XXX$

# Communication

* You will be given access to the company Slack.
* We will organize a series of calls with people on the team we feel you should talk to.
* You should make sure to raise flags early when you hit a problem or need help.

# The Project

## Goal

*What value will this project bring to the company?*

## Context

*What are the key pieces of information they should know before starting?*

## Deliverables

*Deliverables should be quantifiable, achievable, lead to objective grading and be difficult, but not impossible.*

* Deliverable 1
* Deliverable 2

**Self Assessment**

We would also like for you to complete this quick self assessment (see template in toolkit). We've built it in the spirit of getting to know you as quickly as possible. It covers many possible skills and responsibilities a [ROLE] could have and asks that you evaluate your experience and interest in each. Keep in mind we do NOT expect you to cover all of these, we just want to get a sense of where you are and where you’re interested in evolving. We encourage you to fill it in the most transparent way possible.

## Resources

* [Documents or tools that will help the person complete their pilot project]