**Hiring and Onboarding a Writer SOP**

# **1. Purpose**

To ensure that the Company is consistent in their hiring and onboarding practices, this

SOP has been created to provide a clear process for actions taken by the company and company personnel while executing the hiring and onboarding of new Writers for the Company’s content websites.

# **2. Personnel Affected**

All personnel involved in the Hiring, Onboarding, Training and Communication with potential candidates, new hires and existing writers.

**3. Specific Responsibility**

Portfolio Manager ( Hiring Manager)

Responsibility:

* Responsible for posting a job on UpWork
* Responsible for hiring 3-5 writers for the writing job (no interview)
* Responsible for assigning a test article to each new hire ( see appended instructions)
* Responsible for reviewing completed work and assessing content quality
* Responsible for firing the lowest quality writers
* Responsible for providing continuous work for high quality writers
* Responsible for maintaining and updating the company Content Management sheet
* Responsible for paying the Writer once articles are submitted

**5. Procedure**

|  |  |  |
| --- | --- | --- |
| **Action By:** | **Step:** | **Action:** |
| Portfolio Manager (Hiring Manager) | 1 | The Portfolio Manager must post a job on Upwork using the company account |
| Portfolio Manager (Hiring Manager) | 2 | On upwork the Portfolio Manager must post a job with the following specifications:   1. Writer for \_\_\_\_+ word article 2. Writer must be native English speaker 3. Less than 30 hours/week |
| Portfolio Manager (Hiring Manager) | 3 | Once the Job Posting is posted on upwork, Portfolio Manager must hire 3-5 top applicants without an interview within 24 hours  Top applicant metrics:   1. Native English Speaker (only metric “required”) 2. Good cover letter 3. High job success score 4. The more hours worked, the better   Example of a good candidate below in section 8 |
| Portfolio Manager (Hiring Manager) | 4 | Assign each new hire 2 articles using the Writing Instructions Template attached in section 6 |
| Portfolio Manager (Hiring Manager) | 5 | Once articles are received, Portfolio Manager must review articles for quality assessment   1. Assess grammar and language capabilities 2. Copy and paste text of the article in Copyscape    1. [http://www.copyscape.com](http://www.copyscape.com/prosearch.php?complete=1) |
| Portfolio Manager (Hiring Manager) | 6 | Once quality has been assessed, Portfolio Manager must use his/her judgment in hiring/firing decisions |

# **6. Associated Forms & Documents**

Forms and Documents associated with this SOP are located in the folder on the network and at the end of this SOP: Folder is called “Hiring and Onboarding a Writer SOP”

* Writing Instructions- Please make a **COPY:** <https://docs.google.com/document/d/1-CmCXrwuJKl21j5lID5dYc3439FHCJCLdkwFgqdq0os/edit>

|  |  |  |
| --- | --- | --- |
| **Number** | **Revision Details** | **Effective Date** |
| DRAFT | New draft |  |
|  |  |  |
|  |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**