



**Cannabis HR Council**

# Hiring Process Standard Operating Procedure (SOP)

Overview of the process for hiring new employees at your company.

# Purpose



## Streamline hiring

Implement standardized procedures to make hiring efficient



## Legal compliance

Ensure hiring practices comply with employment laws



## Best practices

Leverage industry expertise to optimize hiring

By standardizing and optimizing our hiring process, we can build an effective recruiting function that moves fast while minimizing legal risks.

# Scope



## Who It Applies To

This SOP applies to all HR personnel (when applicable) and hiring managers involved in recruiting, interviewing, and hiring new employees at the cannabis company.



## Parts of Hiring Process

The SOP covers the recruiting, interviewing, selection, and onboarding processes when hiring new employees.



## Goal of SOP

The goal is to standardize and provide guidelines for hiring practices to ensure consistency, fairness, and compliance.

This SOP aims to provide standardized guidelines and procedures for those involved in hiring new employees at the cannabis company.

# Definitions



## HR Personnel

Employees in the HR department responsible for implementing HR policies and procedures.



## Hiring Manager

A department head who makes final hiring decisions for their team.

HR Personnel ( when applicable) and Hiring Managers play key roles in the hiring process.

# Responsibilities

- **Manage recruitment process**

HR oversees entire process from job posting to screening candidates

- **Ensure legal compliance**

HR ensures hiring practices meet regulations for cannabis industry

- **Define job requirements**

Hiring manager collaborates with HR to outline skills and duties needed

- **Conduct interviews**

Hiring manager participates in interviewing qualified applicants

- **Make hiring decision**

Hiring manager selects best candidate from interview pool

HR (when applicable) oversees entire process from job posting to screening candidates though in some instances the hiring manager assumes both roles.

# Job Posting

- **Develop Job Description**

Collaborate with the hiring manager to create a clear and comprehensive job description, including responsibilities, qualifications, and any cannabis industry-specific requirements.

- **Smartsheet Job Description Template**

- **Approval and Posting**

HR reviews the job description for compliance with legal standards, including non-discrimination policies. Once approved, the job is posted on relevant platforms.

Determine a consistent job description template. Conduct a compliance review to ensure it meets legal standards.

# Candidate Screening

- **Initial Screening**

HR conducts an initial review of applications to shortlist candidates based on qualifications and experience relevant to the cannabis industry.

- **Interview Scheduling**

HR coordinates with shortlisted candidates to schedule interviews, ensuring all parties are informed of the process and any industry-specific considerations.

This screening process is crucial for identifying applicants who best match the job requirements and possess the necessary skills and experience pertinent to the cannabis industry.

# Interview Process

- **Conduct Interviews**

The hiring manager and HR representative interview candidates. Questions relate to qualifications, regulatory compliance, and industry knowledge.

- **Candidate Evaluation**

Post-interview, the hiring manager and HR discuss suitability based on qualifications and compliance with cannabis industry standards.

This step involves the hiring manager and an HR representative ( when applicable) conducting interviews with shortlisted candidates. The focus is on the candidate's transferable skills and aptitude to effectively meet the basic requirements of the job description, assessing candidates' fit for the role and their understanding of the cannabis industry, including regulatory compliance and industry-specific knowledge.



# Do's of the Hiring Process

- **Prepare Questions in Advance**

Focus on job-related inquiries that assess the candidate's qualifications, skills, and experience relevant to the position.

- **Provide Equal Opportunity**

Treat all candidates equally, offering the same opportunities to discuss their qualifications and experience.

- **Respect Privacy**

Ask only about qualifications and experiences directly related to the job role.

- **Make Accommodations**

Be prepared to make reasonable accommodations for candidates with disabilities, ensuring they can participate fully in the interview process.

- **Discuss Job Responsibilities**

Clearly outline the job duties, expectations, and any necessary qualifications.

- **Keep Documentation**

Take notes on the candidate's responses to job-related questions and keep this information confidential.



# Interviewing Don'ts

- **Don't Ask About Protected Characteristics**

Avoid questions related to age, race, gender, religion, marital status, etc.

- **Don't Inquire About Health or Disability**

Do not ask questions about a candidate's current health, medical conditions, or disabilities.

- **Don't Discuss Personal Life**

Avoid questions about the candidate's personal life, marital status, children, etc.

- **Don't Base Decisions on Social Media Profiles**

Avoid evaluating candidates through their social media profiles to prevent unconscious bias or discrimination. Focus strictly on professional qualifications and work-related skills to maintain fairness and privacy in the hiring process.

- **Don't Ask About Arrests**

Focus on convictions related to the job, avoid inquiries about arrests without convictions.

- **Don't Ask About Citizenship**

Rather than asking directly, inquire if they are authorized to work in the U.S.

- **Don't Violate Privacy**

Do not ask for social media passwords or private account access.

- **Don't Ask About Cannabis Consumption**

Avoid questions on cannabis consumption, as they're irrelevant to job performance and may discriminate based on protected personal choices, respecting privacy and legal protections for off-duty conduct.



# Selection and Onboarding

- **Offer Extension**

HR finalizes the offer details, ensuring they comply with employment laws and industry standards, and extends the offer to the chosen candidate.

- **Background Checks**

Conduct necessary background checks, including any required by cannabis industry regulations. The Federal Fair Credit Act governs background screening. Request consent before initiating a background screening.

- **Onboarding**

HR (when applicable) or the hiring manager oversees the onboarding process, ensuring the new hire receives industry-specific, on-the-job training, especially regarding compliance and safety standards.

This phase involves offering a job to the selected candidate, ensuring compliance with legal and industry standards, conducting essential background checks, and providing targeted onboarding training focused on compliance and safety in the cannabis industry.

This process ensures the new hire is fully integrated and prepared for their role.

**Check with your local cannabis compliance agency for employment regulations.**

# Compliance



## Adherence to Regulations

Ensure all hiring practices comply with federal, state, and local laws, with particular attention to cannabis industry regulations.



## Record Keeping

Maintain detailed records of all hiring processes, including job postings, interview notes, and compliance checks.

By adhering to regulations and keeping detailed records, we can ensure a compliant hiring process.

# Hiring Process Test Questions



## What is the hiring process at our company?

Ask questions about the steps involved in hiring new employees, from posting a job opening to extending an offer.



## What qualities do we look for in candidates?

Ask about the skills, experience, and attributes that make a candidate a good fit for our roles.



## How do we evaluate candidates during interviews?

Ask about the interview methods and techniques we use to assess candidates' qualifications.

These sample test questions will help ensure employees understand our hiring policies and procedures.



## Review

This standard operating procedure for hiring should be reviewed every year or as needed to incorporate changes to employment laws, industry standards, or company policies. Having an up-to-date hiring SOP ensures legal compliance and alignment with best practices.