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Hiring Policy

This is how we hire at miei. it outlines our company's preferred hiring practices and promotes consistency and equality within our employee recruiting process.

Our philosophy

We feel strongly and passionate about our company's vision and expect our team members to share the same.

We believe in total equality and are committed to a multi stakeholder process to ensure diversity.

We promote a culture of learning and development and expect all to take part in:

- weekly 1:1
- regular internal master classes
- quarterly reviews
- external training programs

Where miei. teams look for candidates?

Our preferred source of hire in order are:

- 1. Referrals
- 2. Job boards (ie. Seek, Career One, Indeed)
- 3. Recruiting agency

Effective recruiting tool, methods and techniques:

Miei does not use an Applicant Tracking System (ATS) because we do not want to streamline our hiring process. We prefer a human system when dealing with people.

We have an interview and reference check questions guide to help identify our MIEI values however prefer to get to know our candidates on an informal and personal level.

We encourage a combination of group, panel and 1:1 interview process conducted outside the traditional and formal office forum (walk, park, café, food court, building foyers etc...)





Roles and Responsibilities

- 1. Hiring manager/recruiter: Post job ads and conduct screening questions and calls
- 2. Founders & one stakeholder from each department conducts second-round face to face interview
- 3. Founder/s and Hiring manager conducts feedback/final round interviews
- 4. Hiring manager conducts background/reference checks
- 5. Hiring manager conducts contract review & Q&A face to face
- 6. Founder/s introduces induction onboarding process
- 7. Entire MIEI family supports onboarding process during probation

Note:

Candidates for all positions including internal must meet the following in order:

- 1. complete and satisfy qualifying questions on careers page of our website
- 2. meet unanimous vote for "Humble, Hungry, Smart" by all stakeholders
- 3. clear backgrounds check
- 4. satisfy reference check questions (doc. "Interview Question Guide")

Pre-hiring

Bringing new people into our miei. family is a collective decision that needs to be presented to, unanimously agreed upon and signed off by Senior Management/Founders.

New hire discussions are required at least quarterly or when new potential candidate's application responses demonstrate our miei. values.

**Our candidate hiring commitment must meet a minimum 80% local (within 80kms of Melbourne CBD) and no more than 20% non-local (these positions are either IT or Marketing).

What we look for in candidates

The values we look for in each of our team members:

- Humble (Self-effacing putting others first. Emphasize team over self.)
- Hungry (Self-motivated and diligent. Ambitious for MIEI to succeed)
- Smart (Interpersonally appropriate and aware of the impact of their words/actions)

We're always looking for people who can bring new perspectives and life experiences into our MIEI family. We value colleagues who are big thinkers and eager to take on fresh challenges as a team without seeking individual credit. We want to attract people who are looking for a place that values curiosity, passion and a desire to learn.



miei. procedure

- New hire agreed by collective and signed off by management
- Post job ads/Review applications and conduct screening questions and calls
- Curate interviewing team (one stakeholder from each department)
- Senior Management reminds interviewing panel the values MIEI seeks and guide members through interview questions guide
- Determine order of interviewers and method, hash out details and introduce interviewing candidates (Name only, no background details to avoid prejudgement and encourage fact finding)
- Conduct interviews as per above agreement
- Conduct interview debrief and each interviewer to vote each candidate on Humble, Hungry & Smart. Review results and discuss assessment until there's a collective agreement
- Candidates who meet Humble, Hungry and Smart with a unanimous vote by all proceeds to next round to final interview
- Candidates who satisfy final interview proceeds to backgrounds checks
- Candidates who pass backgrounds check proceeds to reference checks and must satisfy 2 critical questions to proceed
- Hiring manager to contact candidate with offer/feedback
- Founder/Hiring manager conducts contract review & Q&A face to face
- Founder/s introduce induction onboarding process including induction document and expectations

