



We want to make sure you have everything you need to feel prepared going into your interviews. We are always happy to help clarify something about our team, company, the role you've applied for, our culture, our benefits or whatever you need to feel comfortable navigating our hiring process. This prep packet hopefully provides you with some big picture information so you can focus on the specific role you're targeting and have a baseline of information to draw from when preparing for each phase of the interview process.

Some things to know about us in our approach to hiring:

- Our skills assessments will never be used for our own gain, if we ask you to design or create something in the process, that IP is yours, not ours, and will only be reviewed internally.
- We do our best to be mindful of your time and acknowledge the resources and efforts you are committing to us. We use shorter, less involved skills testing in early stages, and longer, more comprehensive assessments are done for some roles in later stages.
- We will do our best to meet your needs with regard to your availability. We understand that you might be working, or have family commitments outside of our hiring process, and we'll always work with you to find a day and time that suits you, even if that is outside of regular business hours.
- Anyone involved in our hiring process has completed internal Inclusive Hiring training.
- If you apply for a position at Notley, you will always hear back from us, whether it's to let you know we appreciate your efforts and are heading in another direction, or if we are interested in meeting with you. If you've taken the time to apply, you deserve a response from us.
- We don't use AI or bots to read your resume, a real person reviews your application to ensure that rather than relying on keywords, we're relying on matching true alignment between your resume and our job description.
- At Notley, we aren't looking for a "culture fit", as we believe culture is an ever-evolving foundation that we strive to continually improve and build upon together. We are looking for *Culture Adds* to bring new, fresh, and diverse perspectives to the mix, and then find ways to make everyone feel included in our team.
- Our Director of People Operations, Michele Freeman, is available for questions and feel free to reach out if you need anything to help set you up for success in your interview process.
- We encourage you to continue asking questions of everyone on our team who interviews you, we are here to cheer you on and make sure you have access to all the resources you need to bring forth your best self when you meet us.



Our Typical Interview Process

Stage 1 - Application received via BambooHR

Stage 2 - Skills Assessment (done virtually & role specific)

Stage 3 - Initial Interview with Director of People Operations(done virtually)

Stage 4 - Hiring Manager Interview (in-person)

Stage 5 - Cross Functional Interview (in-person)

Stage 6 - Final Interview with Member of Leadership Team (in-person)

What We Do and Our Ecosystem

Headquartered in Austin, one of the Top 10 fastest growing cities in the country, Notley teams up with a diverse range of passionate people and partners to combat issues across multiple cause areas with the most effective model possible. We have an exciting for-profit/nonprofit approach, and because of this, we're able to solve problems quicker and make the most impact possible. We are on a mission to redefine how these sectors intersect, and to help transform and collaborate with the communities we serve with new models never before thought possible.

Mission

To unleash relentless changemakers all over the world.

Vision

We envision a world in which the integration and collaboration of purpose and profit brings about lasting systemic change.

To read more about our mission and its impact, please visit our [Our 2021 Impact Report](#) site.

Our Core Values

The Notley Crüe is a highly collaborative and cross-functional team that believes in extreme ownership of our contributions. We have a sense of urgency and break conventional ways of thinking. We are transparent, direct and in continuous communication to fuel our Ecosystem. Our team is agile, goal-oriented, and process-driven.

Last Updated 2.2022



AGILITY

- We move quickly to address challenges
- Adapting quickly to changing conditions is valued and respected
- We approach new opportunities with alacrity - we move fast, and love doing it
- When we take something on, we do so with enthusiasm

FEARLESSNESS

- We are not afraid to tackle big problems
- We do things differently or buck the status quo
- When we make a mistake, we own it and don't fear failure
- If we need help, we ask for it. If the task is impossible, we say something.

INTEGRATIVE

- We bring for profit and non-profit models together
- We incorporate multiple and diverse perspectives
- We are on a constant search for the best models to incorporate
- We integrate quality and intention into our actions, displaying true craftsmanship

CREATIVITY

- There is no such thing as a crazy idea
- New amalgamations of ideas are the most exciting
- We don't expect perfection but rather, we seek continuous improvement
- We ask ourselves "did we leave it better than we found it?"

RESPECT

- We recognize that the best ideas rarely come from within and we seek to discover and acknowledge others
- We are transparent and honest at all times, even when it's tough
- Sharing and giving credit is highly valued. Claiming credit is not -- we are all rowing in the same direction.
- Everyone is busy and everyone's time is equally valuable

Our Team and What It's Like to Work at Notley

We are a band of relentless changemakers providing the creative space and resources necessary to make the most impact in our communities. We generate magnetic risk capital while combining for profit and nonprofit models to generate momentum for social good.

Notley is people at our core. Our platform and resources don't matter without pragmatic innovators who are relentlessly driven to leave the world a better place than they found it.

We are uniquely designed to respond to both systemic and emerging challenges with a combination of entrepreneurial training, operational acumen and risk capital.



Our people aren't interested in going it alone. We're a collective. We know that none of us is as smart, capable or impactful as all of us.

We have a beautiful coworking style open office space (including private phone booths, a comfortable covered patio and conference rooms) for our employees to utilize, and also allow remote work on occasion, if needed. We encourage you to meet and work in person whenever possible, but want everyone to remain safe and healthy first and foremost. We also understand that sometimes you have an appointment or need to be home for the cable company, and that's why we allow our staff to take care of what their needs are, whenever they need, and just ask that we communication with our manager and team if we are going to be away for any portion of the work day.

Most of our staff is fully vaccinated, and we have implemented standardized COVID-19 safety measures in our office space and throughout our events protocol to ensure our practice measures mitigate the risk of exposure.

We provide you with a laptop (Lenovo Thinkpad or Macbook Air), keyboard, mouse and monitor to get you started.

Our PTO policy is "take it when you need it".

We give our team the autonomy to design their own schedules, determine their own work hours, and rely on our OKRs and team communication to keep each other in the loop on our progress toward our goals and projects.

Our global "tech stack" includes: [BambooHR](#), [Google Workspace](#), [Slack](#), [Asana](#), [Small Improvements](#), [Harvest](#), [Salesforce](#) (nonprofit). Some individual departments utilize role-specific software which should be listed in the job description as a preferred skill and we offer internal training on all of our platforms during onboarding.

Our Benefits

Notley offers three different medical plans for our full-time employees and their families (partner, spouse, children). A 100% employer-paid HDHP medical plan with an HSA + \$750.00 annual employer contribution or employees can choose to upgrade to lower deductible healthcare plans for a small payroll deduction.



Our dental and vision plan covers you and your family and is paid at 100% by Notley. Additionally, our employees receive 100% employer paid long-term and short-term disability coverage, as well as a life insurance policy as long as they are employed full-time. We are always striving to offer our employees benefits that are practical, usable and affordable.

We offer unique investment opportunities to our employees by allowing them to join in some of the very same investments Notley makes, as well as a traditional IRA that allows you to set up payroll deductions for easy contributions.

We pay for all of our employees to take [Leadership Austin's Beyond Diversity](#) training and they are able to use PTO for the two-day intensive training.

We help you activate your inner leader with internal leadership programs designed to support you in your leadership and growth journey.

We strive to continually foster an inclusive environment through regular monthly coffee chats, mini retreats, team-building events, curated "Ask Me Anythings", weekly impact rallies and share sessions.

Do You Have Questions or Feedback?

Email Director of People Operations, Michele Freeman, michele@notley.com and she'll be happy to provide you with the answers.