

Thank you for submitting your application for the **Notion Expert (Systems & Workflow Specialist)** position. We appreciate your interest in the role. As the next step in our hiring process, could you kindly respond to the questionnaire below? This will help us better understand your experience, skills, and approach.

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#### INSTRUCTIONS:

1. Please make sure to download the file, as editing access is not enabled and changes cannot be made directly in the document.
  2. Once you open the Google Doc, click on "File" and select "Download."
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#### Experience & Background

1. How many years of experience do you have working with **Notion**?
  2. Can you describe a **system, workspace, or workflow** you've built or optimized in Notion? What was the outcome or impact?
  3. Which **Notion features** are you most proficient with?  
(e.g., *databases, relations, rollups, formulas, templates, dashboards, automations, etc.*)
  4. Have you ever **set up or restructured** a team's Notion workspace from scratch? If yes, please share details.
  5. Are you familiar with **Airtable** or other similar tools (e.g., ClickUp, Coda, Monday.com)? If yes, please describe your level of experience and how you've used them.
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#### Automation & Technical Skills

6. What **automation tools** have you used (e.g., Zapier, Make/Integromat, etc.)? Please share an example of a workflow or automation you've built.
  7. Have you connected Notion with other tools (e.g., Google Workspace, Slack, Airtable, or ClickUp)? If yes, describe how you set up the integration.
  8. Have you created or documented **SOPs, process guides, or team wikis** before? If yes, briefly describe your approach.
  9. What's the most **challenging Notion setup or automation** you've built, and how did you overcome it?
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## Work Style & Systems Thinking

10. How do you approach **analyzing and improving** an existing system or workspace?
  11. What do you think makes a **Notion workspace effective and easy** for teams to use and maintain?
  12. How do you ensure your systems remain **organized, scalable, and easy to update** as a team grows?
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## Compensation & Availability

13. What is your **expected hourly or monthly rate (in USD)**?
14. Are you currently looking for a **freelance/part-time** or **full-time** position?
15. What is your **earliest possible start date**?
16. Do you have any **current commitments** (freelance or full-time) we should be aware of?