

Interview Handbook

✓ Pre-interview

- i. Before commencing the interview, the applicant must have posted the application.
- ii. Check out if the application satisfies our [Recruit prerequisites](#).
- iii. If the applicant is under 18, and the application is of great quality, make a note of “Accepting application (Under 18)” in the relevant thread.
- iv. All Interviewers should respond to the application via comment with a predefined message. (found at the end of this document)

✓ The Interview

- i. Before every interview you should prepare all the links you will be needing.
- ii. If their TeamSpeak, Discord and Forum nicknames don't match, you'll need to make them choose one and change it.
- iii. It is important to remember that **everyone** has to go through the interview process.

1. Getting to know the applicant

2. Explain how we work and what ideas we represent

3. Deal with the paperwork

1. Getting to know the applicant

Welcome the applicant to our server and ask them **open-ended questions** to promote a discussion and avoid awkward silences or too many “yes/no” answers.

- What's their experience with Arma? - Get them to elaborate
- What about tactical gameplay? - What games, guides, videos...
- Were they part of some clans or communities? - What kind, why did he leave
- What are their expectations of an Arma community?

If they are still part of another community, they can still join but have to complete [Recruit Duties](#) here.

Be aware of milsim expectations. **If the candidate indicates** any of those, clarify it, so you won't waste your time if he's not going to stick with us anyways.

2. Explain how we work and what ideas we represent

- Events
 - Introduce them to our events
 - how many events per week: 1
 - minimum attendance requirement. (1 per 2 months)
 - Request LoA if you can't fulfill the minimum attendance ratio of monthly events.
 - Duration: 20:00 to 23:00 (Tuesday) and 23:30 (Friday)
- Gameplay
 - Members are not locked into groups or roles
 - Pick Order
 - Qualifications
 - We aren't playing to win, only compare ourselves to our previous selves
 - Important: serious mindset when the situation requires it
 - Reinsert on the hour, every hour
 - 1x scopes
- Ranks are not for pleasing egos
 - Everyone has the same privilege on fun - there are no monopolies on roles.
 - Members are promoted based on attendance (Res/Gnt) or work (Spc/Cpl/SSgt)
 - Attendance based promotions occur every two months.
 - We are a merit based community - members can help improve the community with their suggestions and contributions
- Explain how to get promoted to Reservist
 - Attend at least 5 events within 8 weeks of joining the community.
 - Be positively evaluated by your peers (Must have at least 1x feedback in thread)
- Ask if applicant has any questions
- If you are uncertain of applicant, consult with [Interview Manager](#)

3. Deal with the paperwork

1. If a Recruit needs to update their nickname, they need to change it at this point. Do not continue until they have chosen a new nickname. Following apply:
 - length of **max 10 characters (spaces included)**
 - can include max 1 space
 - can not include any numbers
 - can not include any symbols / special characters
 - can not be formatted with odd / hard to read capitalisation (e.g. CoWbOyKiLIaH)
 - can not be all caps if longer than three characters (e.g. CLARKE)
 - 1st letter of nickname needs to be capitalised, if the nickname is 2 words then both need to be capitalised.
2. Add **Recruit** and **Mods Assessment Required** tags on TS server group, and accept their application on website
3. Add Recruit tag on Discord
4. Mod assessment:
 - Mention the importance of being on time (AT LEAST 1 hr before the op)
 - 2 parts: Mods check; Bootcamp
5. Show the Recruit our website:
 - Useful Links box
 - Forums - Community Announcements
6. **Remind the Recruit on independent work** - explain most if not all information is available on the forums, but not to be afraid to ask other members for assistance.
7. Inform about **Sign In / Out** of the channel.
8. Give the Recruit the [Checklist for Recruits](#).
9. Inform Interviewing Manager to add them to the [Roster](#)
10. Document the Change on the Interviewing Notice Board with "Interviewed X: Accepted/Rejected Application"

Comment Templates

Accepting application

Hello there!

I've read your application and it looks good to me. The next step will be a short interview with one of our interviewers where we will get to know each other a little better and outline our community. Feel free to join us on our [url=https://discord.gg/7W3hZFzN9F]Discord[/url] to reach out to our interviewers (@interviewer) to find a suitable time for an interview. You are also welcome to join our [url=https://invite.teamspeak.com/ts.carpenoctem.co/]Teamspeak server[/url], the interview will take place there.

Please be aware that applications are automatically rejected after 30 days without a response.

Hope to see you soon!

[NAME]

Interviewer

Rejecting application

Hello **[NAME]**,

Thank you for your interest in joining Carpe Noctem. Unfortunately, after careful consideration, we are unable to accept your application due to not meeting the community standards.

I wish you best of luck finding a community that will fit your needs and expectations.

With regards,

[INTERVIEWER NAME].
