



HRBP Coordinator Case Study

Thanks for taking the time to apply to Blank Street! We're excited to learn more about your experience and your work.

This case study is designed to give us a clear sense of how you think through the kinds of real-world tasks you might encounter in this role – how you approach the work, structure your thoughts, and communicate your ideas.

We encourage candidates to work smart and efficiently and recognize that, given today's technological landscape, some may choose to leverage AI tools such as ChatGPT.

While we don't prohibit the use of such platforms, it's important to understand that **critical thinking**, **logical reasoning**, and **deep problem-solving** skills are essential to succeed at Blank Street. Relying too heavily on AI or other tools without demonstrating these competencies may ultimately put you at a disadvantage in the role.

Disclaimer: This case study is intended solely for assessment purposes as part of the interview process. The time you spend completing it is unpaid. All information provided is fictional or representative, and none of the work you submit will be used for business purposes or commercial advantage by Blank Street. Your materials will be treated confidentially and used only to evaluate your skills and approach.

BLANK STREET

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TASK 1

Email #1 - From a Barista:

Subject Line: Need help with I-9

Hi People Team,

Maya here! I am expected to start tomorrow at the 500 Lexington location and got a message from Rippling that I need to submit my I-9. What's an I-9? I'm not sure what I need to do or where to upload it. I reached out to my manager Kevin and he told me to reach out to the People Team. Can you help?

Thanks,
Maya

Your Task: Write an email response to Maya.

Email #2 - From your Manager:

Subject Line: All Hands Setup

Hey! Heads up we're planning to host the HQ December All Hands in the office Tuesday 12/23 2-4pm. The entire US company is attending including all HQ employees and Field Ops leaders (~ 50 people). Can you make sure the office is ready?

Thanks,
Christina

Your Task: Write a reply with your plan of attack and next steps.

TASK 2

Context: At Blank Street, the People Team, specifically the HRBP function, is responsible for ensuring onboarding compliance. As part of the onboarding process, managers complete I-9 Section 2, and E-Verify is completed by you.

It's November 21, 2025, 8:30 AM ET. As part of your weekly compliance routine, you pull a report from the HRIS platform to review the current status of new hires' onboarding paperwork and get a clear picture of where everyone stands. [Report here](#).

Your Task: i) Analyze the data, summarize your findings or insights, and provide a written update to your manager. ii) Present an outline of your plan of action for next steps.

Note: Please make a copy of the spreadsheet and include a link in your submission so we can see how you analyzed the data and summarized your findings or insights.