

# **CANZELL CLOUD TRAINING MANUAL**

## **FULL APPLICATION & ONBOARDING PROCESS**

### **INTRODUCTION**

Apply to Work With CANZELL

Thank you for your interest in a position with our company.

Please review the steps below carefully before moving forward.

CLICK FOR THE GETTING STARTED VIDEO

### **STEP 1 – ANSWER THE QUESTIONS BELOW**

Please review the questions carefully. If you cannot answer YES to most of these questions or would not rate yourself a 9 or 10 in experience in these areas, please do not apply.

- Do you have experience managing or developing a content strategy?
- Do you have experience creating short-form content for TikTok, Instagram Reels, YouTube Shorts, and LinkedIn?
- Are you comfortable editing videos using CapCut?
- Do you regularly use ChatGPT for content ideation, hooks, captions, or scripting?
- Do you understand social media algorithms, trends, and audience engagement strategies?
- Are you comfortable using tools such as Slack, Zoom, Gmail, and Calendly?
- Do you have experience organizing files using Google Drive?
- Do you have a basic understanding of Facebook Ads and Google Ads?
- Do you have at least one year of experience using Go High Level? (If not, please do not apply.)
- Do you own and regularly use an iPhone?

If you can confidently answer YES to these questions and rate your experience a 9 or 10 in most of these areas, please proceed to Step 2.

### **EMAIL INSTRUCTIONS**

COPY AND PASTE THE BELOW THEN SEND AN EMAIL WITH ALL THESE QUESTIONS ANSWERED

Email it to [admin@canzell.com](mailto:admin@canzell.com)

Please answer all questions clearly:

1. Are you currently employed?

Yes  No

If yes, what is your current role?

2. What is the shortest job you've ever had? (Company + length of time + reason for leaving)

3. What is the longest job you've ever had? (Company + length of time)

4. Have you ever been fired or let go from a position?

Yes  No

If yes, briefly explain why?

5. Our company's corporate office is located in Sarasota, are you fine for virtual or in person?

Yes  No

If no, where are you located?

6. What is your DISC personality score? [Joincanzell.com/disc](http://Joincanzell.com/disc)

7. Do you have experience with GoHighLevel?

Yes  No

If yes, briefly explain what you've used it for.

8. Do you have experience running Facebook Ads inside Meta Business Manager (backend)?

Yes  No

If yes, describe your level of responsibility.

9. On a scale of 1-10, how tech-savvy are you?

(1 = beginner, 10 = extremely advanced)

10. Which role are you applying for?

Operations

Marketing

Both

11. What systems or tools do you consider yourself very strong in?

## **STEP 2 – WATCH VIDEOS & TAKE DISC TEST**

On that page:

1. Watch the two videos explaining the DISC assessment.

2. Take Test #1 that appears on the page.

3. Email your results to [Admin@Canzell.com](mailto:Admin@Canzell.com).

4. In the same email, please include what you personally believe your DISC order is, for example: DISC, CIDS, DSIC, etc.

Sometimes the automated results do not perfectly match how someone naturally operates, so we would like to see both the official result and what you believe your DISC order is.

[CLICK HERE TO TAKE YOUR DISC PERSONALITY ASSESTMENT](#)

### **STEP 3 – QUALIFICATION CONFIRMATION**

In the same email to Admin@Canzell.com, please also include:

- Confirmation that you answered YES to the questions above
- Confirmation that you have at least one year of Go High Level experience
- A short summary of your experience creating and managing short-form content
- Confirmation that you would rate your experience 9 or 10 in most of these areas

[CLICK HERE TO COMPLETE YOUR APPLICATION](#)

### **STEP 4 – DAILY CHECKLIST**

Next, you will review the Daily Checklist.

This checklist outlines the core tasks that will be performed each day in this role. It is important that you review this carefully to make sure you are comfortable with the expectations and responsibilities.

[CLICK HERE FOR THE DAILY CHECKLIST AND TRAINING VIDEOS](#)

### **STEP 5 – TRAINING VIDEOS**

You will then be asked to watch a set of short training videos.

These videos are typically only 2–3 minutes each, but they cover important skills and processes that are used daily in our business.

Please watch all of the videos carefully. After reviewing them, you may be asked questions to ensure you understand the material.

### **STEP 6 – GOHIGHLEVEL**

One of the most important tools used in our company is GoHighLevel.

Experience using GoHighLevel is strongly preferred. If you do not currently have experience

with the platform, you may still be considered if you are able to review the training materials and demonstrate that you can learn the system quickly.

[CLICK HERE FOR GOHIGHLEVELTRAINING](#)

## **STEP 7 – 1099 AGREEMENT**

If the trial goes well and we determine that you are a good fit for the role, we will move forward with the onboarding process.

At that point, you will be asked to complete a 1099 contractor agreement and submit the required documentation.

[CLICK HERE TO VIEW THE AGREEMENT](#)

## **STEP 8 – TRIAL**

If everything looks like a good fit, the next step is a trial assignment.

This trial typically lasts up to three hours and allows us to evaluate your skills and ability to perform the tasks required for the role.

Please note that this trial period is not paid, as it is part of the evaluation process. Some candidates may only complete a portion of the three hours depending on how quickly we can assess their skill level.

[CLICK HERE TO VIEW SOCIAL MEDIA LINKS](#)

## **STEP 9 – ZOOM MEETING**

After submitting your application and DISC results, please wait while we review your submission. A Zoom link and time will be sent for an introduction call if you meet the requirements. You can follow up with us at [admin@canzell.com](mailto:admin@canzell.com) if needed.

[CLICK TO JOIN THE ZOOM](#)

## **FINAL STEP – ONBOARDING**

Once all requirements are complete and we confirm that you are a good fit, we will begin the onboarding process.

This process includes reviewing onboarding checklists and ensuring you are properly set up within our systems so you can begin working with the team.

If you have any questions during the process, please contact: [admin@canzell.com](mailto:admin@canzell.com)

We appreciate your interest in working with CANZELL and look forward to reviewing your application.