SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION DIRECTIVE 004
LEVEL 0, PUBLIC

Recruitment and Induction

Sets out how new personnel apply, are interviewed and are inducted, from Level 0 to their first post at Level 1. It applies Section 1 of Foundation Directive 002. Applicants are Citizens; the Unregistered register at a Registry Office first (Foundation Directive 005).

DOCUMENT	**FOUNDATION DIRECTIVE 004**	CLASSIFICATION	**LEVEL 0, PUBLIC**
APPLIES TO	**APPLICANTS, RECRUITERS, AND THE DEPARTMENTS THAT TAKE NEW PERSONNEL**	KIND	**IN CHARACTER**
REVISION	**0**	ISSUED	**[redacted]**

1. The centres

CENTRE	WHERE	PURPOSE
Application Centre	#application-center and #apply on the server; the Application Centre in the Entrance Zone of each site and in Site-01	Where applicants learn how to apply and hand in Form A-01
Interview rooms	Interview Room 1 and 2 on the server; the interview rooms beside the Application Centre in each site	Where applicants are interviewed
Recruitment Desk	#recruitment-desk on the server (recruiters only)	Where recruiters assign, discuss and record applications

The Application Centre and the interview rooms are Level 0 areas: anyone may enter them.

2. Recruiters

1. Recruiters are Level 2 or above, named by their department lead and given the Recruiter role.
2. A recruiter interviews for their own department. Class-D intake is handled by any recruiter from the Security Department.
3. A recruiter never interviews someone they know personally well enough to be unfair; they hand the application to another recruiter.

3. From application to first post

STEP	WHO	WITHIN
1. Apply: post Form A-01, or fill it in at an Application Centre	Applicant	
2. Screen: check the form is complete and the rules were read	Any recruiter	3 days
3. Interview: one session in an interview room, recorded on Form A-02	A recruiter of the department	7 days of screening
4. Decide: accept, accept into a different department, or decline	The interviewing recruiter; a Level 3 member confirms	At the end of the interview, or 2 days after
5. Induct: the department's induction, as its handbook describes	A Level 3 member of the department	7 days of acceptance
6. Level 1: clearance granted after induction	As the Clearance Policy sets out	

Class-D is the exception: anyone may start as Class-D at once, without an interview. Interviews are for the other departments.

4. The interview

1. Interviews are in character, held as a short scene, about 15 to 30 minutes.
2. The recruiter covers, in order: who the applicant's character is, why this department, a short scenario from the department's work, and the applicant's questions.
3. The scenario tests judgement, not knowledge of SCP lore. There are no trick questions.
4. The recruiter records the interview on Form A-02 and posts the outcome in #recruitment-desk.
5. The applicant can pause the interview at any time, as in any scene.

5. Outcomes

1. **Accepted:** the applicant is given the department role and an induction date.
2. **Accepted elsewhere:** the recruiter suggests a department that suits the applicant better, with that department's agreement.
3. **Declined:** the recruiter gives the reason. The applicant may apply again after 14 days, or appeal to the department lead.

6. Records

Forms A-01 and A-02 are kept by the Recruitment Desk and filed in the applicant's personnel file once they reach Level 1.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].

Foundation Directive 004. Recruitment and Induction, revision 0. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.