



CREATIVE STAFFING SERVICES

Norman, OK | Raleigh, NC | Salt Lake City, UT

oldhatcreative.com | @oldhatcreative | info@oldhatcreative.com | (405) 310-2133

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JOB DESCRIPTION We work with your HR department to create job postings that accurately describe the duties of the job and list skills required for qualified candidates for a designer position.	✓	✓	✓
JOB POSTING The job will be posted to all major creative job boards and LinkedIn, plus we will search our internal database of creative talent to help you identify candidates that meet the requirements and geographical location of your athletic department.	✓	✓	✓
REVIEW CANDIDATES Our team reviews all applicants' resumés and portfolios to narrow the field to only those most suited for the position.	✓	✓	✓
INTERVIEW Applicants will be interviewed and asked to complete test projects that gauge their skills and talent related to designing for the sports industry.	✓	✓	✓
QUALIFIED LIST A list of the most qualified 3-4 applicants will be provided to you along with our assessment of each candidate's strengths and weaknesses and our recommendations.	✓	✓	✓
HIRING Once you have conducted your own interviews with your top candidates, we will work with you to make a final decision on an offer, salary range, relocation allowance (if applicable), etc. When the candidate has accepted, we will contact all other applicants on your behalf to let them know that the position has been filled.	✓	✓	✓
DESIGN TRAINING The chosen designer will travel to Old Hat headquarters for a 2-4 week training session where our designers will show them the tricks of the trade and provide a base of knowledge for the many things your new designer will encounter when designing for athletics.	✓	✓	
PROJECT MANAGEMENT TRAINING In addition to design training, our project management team will teach them best practices for project workflow, file organization and time management.	✓	✓	
COMMUNICATION TRAINING We will work with your designer on the best way to communicate with coaches and departmental staff to ensure they have the proper skills to meet the demands required of them.	✓	✓	
CREATIVE CONSULTATION A bank of creative and project management consultation hours will be provided each month to assist your designer with ongoing needs that arise. This will allow them a resource to answer questions about the intricacies of athletics design they would otherwise not have access to.	✓	✓	
DESIGN RETAINER In addition to consultation hours, we will provide a bank of time to be used for any overflow work your designer cannot complete due to high workload, paid time off, etc.	✓		
REPLACEMENT SERVICE If for any reason the designer hired does not work out and is terminated or resigns within the first 90 days, we will replace and train a new candidate at no charge. If the employee is terminated or resigns within 12 months of their hire date, we will replace them at a reduced rate. Additionally, Old Hat will fill in to perform all design tasks during this period while we find a replacement.	✓		