

# Working at Formal

## Requirements and Expectations for Perspective Employees

### Interview Process

- **4-phase process conducted entirely via video calls:**
  - *Phase 1:* 45-minute introductory call
  - *Phase 2:* 90-minute short technical interview
  - *Phase 3:* 180-minute deep technical interview
  - *Phase 4:* 45-minute team call
- **Timeline:** Typically 4 weeks from first contact to decision
- **Start date:** New employees typically begin on the 1st of the month

### Work Schedule & Availability

- **Time zone:** We operate on Pacific Time
- **Core hours:** 9:00 AM - 12:00 PM Pacific Time (required availability)
- **Standard workday:** 8 hours with flexibility outside core hours

### Employment & Legal Requirements

- **Company jurisdiction:** American company operating under US law
- **Employment type:** Full-time employee via local entity or contractor (where legally permissible)
- **Work authorization:** Must have valid authorization in country of residence (will be verified)
- **Agreements:** NDA and IP assignment agreements must be signed as condition of employment

### Compensation & Benefits

- **Payment schedule:** Biweekly (unless local law requires otherwise)
- **Currency:** Salary paid in local currency, converted from USD base
- **Location adjustments:** No location-based salary adjustments, but international employment taxes and costs are deducted from base salary
- **Holidays:** Choice of American or international holidays for international employees

### Communication & Collaboration

- **Language requirement:** All communication (written and verbal) in English
- **In-person gatherings:** 3-4 times annually, approximately 5 days each
- **Travel:** Must be able to travel internationally (all costs covered by company)

### Technical & Workspace Requirements

- **Internet:** Stable, high-speed connection required
- **Video equipment:** High-quality webcam mandatory
- **Workspace:** Quiet, private area for work and video calls
- **Meeting platform:** All meetings conducted via video calls