Paylocity Design Challenge

Show us how you work.

A key component of our Product Designer interview process is a 45-minute design review. For this exercise, we're not looking to see your entire portfolio, we want to walk through how you solve problems through a specific project that you're proud of. Be prepared to tell us what your process was for the project and answer questions along the way like:

- How did you partner with product owners to understand the vision of the project?
- What does the process look like as your design comes to life with engineering?
- What was something surprising thing you learned from a customer after delivering it to production?
- How do you collaborate with other members of your team?
- What would you do differently next time?

There are a couple of ways that you can accomplish this review. You're welcome to choose from either of the two options below. What project will you be talking about?

Option 1: Case study from your own portfolio

Many designers have a portfolio with a screenshot or a link to a live application. What we want to see is how you delivered on a project from discovery to delivery, and beyond; we want to dig into your process. If you have deliverables like user journeys, competitive analysis, low-fidelity sketches, wireframes, or interactive prototypes, we'd love to see them as part of the presentation. To help all parties have the best conversation in the interview, we need a version of what you're planning to present 24 hours in advance of your interview. You can zip a folder of deliverables, send us a cloud link, or point us to a page on your portfolio site.

Don't have a project that you feel comfortable discussing that deeply? Then consider taking on the second design challenge option instead.

Option 2: Fictional design challenge

The goal of the design challenge is to dive into your problem-solving skills. The exercise is only intended to take a few hours. Although, you may spend as much or as little time on this challenge as you prefer. The solutions you are creating will not be used in any active Paylocity initiatives. The objective is not to show how much you can complete, rather, we'd like to understand your process for solving the problem presented.

The Product Designer design challenge is focused on a simple interaction of requesting time off from work. You will create deliverables, as you see fit, based on the following fictional project scenario.

Paylocity recognizes that taking time off is important for employees to maintain a proper work-life balance but also knows that accruing, approving, and tracking is critical to the way businesses handle their payroll.

In this design challenge, help Paylocity reach these goals:

- Make it intuitive to see the status of time off requests while requesting time off
- Provide an intuitive way for managers to approve or deny requests for their team
- Be flexible enough to handle customized restrictions and rules for new requests

Your Target Users:

- **Hourly & Salaried Employees** – These users frequent the time off module to make requests, view time off accruals, and understand restrictions. In most scenarios, they are likely to utilize the request function in addition to checking regularly to see their time off balance. Hourly employees often take note of their schedule as well, whereas salary employees do not.

- **Managers** – Secondary users - These users, in addition to being employees, have advanced functionality to approve and deny time off requests for their direct reports. They are more likely to be familiar with the restrictions a company may place on time off requests.

Minimum Requirements:

For any questions you have, make best-guess assumptions to drive clarity. Be prepared to discuss the questions in the context of how the assumptions relate to your design. You are not expected to spend more than a few hours on this task.

Please ensure that your design process for solving problems is on display. Given the limited amount of time expected for this assignment, create a deliverable you are most comfortable speaking about and sharing with the team. That could include:

- Heuristic Research
- Wireframes in the form of a clickable prototype
- High fidelity designs
- Presentation that walks us through your process
- Any combination of the above

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