

# HIRING REMOTELY

## Tips to enhance your remote hiring experience now.

Each organization is unique in its practices, culture and requirements of new employees, so you will need tailor this to your organization. This has been created as a guide for you to adapt these practices and ideas quickly and easily for your own needs

### INTERVIEW PLATFORM

There are many video meeting platforms that can be used for virtual interviews. The most important aspect in choosing a platform is ensuring it is user friendly for candidates and managers. Zoom, Google Hangouts & Microsoft Teams a few to look at. Many offer free or discounted trial periods, so check into several before making a decision.

### SCHEDULE INTERVIEW

Send the candidate & hiring manager a calendar invite along with guidance and instructions of how to log into their interview and what to do to troubleshoot. Share the recruiter or coordinators cell # in case there are connection issues.

### CULTURE

Prepare pictures and or videos to help the candidate understand who you are as a company, what you do, where you operate & who your people are. You can have team members hop into the meeting to say 'hello' offering a bit of one-on-one time for them to really engage and get to know each other. This will keep the meeting interesting and showcase your company culture.

### INTERVIEW PREP

Reflect the true needs for the role to compile thoroughly thought out & relevant questions. Be prepared to answer direct questions regarding your companies response to the Covid-19 crisis. These are challenging times for everyone and candidates are taking notes on how companies are responding.

### CANDIDATE EXPERIENCE

Create and send a video of the office space or consider doing virtual office tours. Invite the candidate to a virtual team stand-up meeting to hear from you and your team in order to get a better perspective of the company & culture as well as how it all operates together.

### ONBOARDING

Create a list of all needed login credentials and equipment. Gather/setup the items and send everything at least one week in advance. Set up a virtual orientation, and include team members to say hello and introduce themselves. Consider using an onboarding buddy to help your new-hire accumulate quickly. The I-9 requirements have also changed to allow for virtual verification. Refer to [uscis.gov](https://uscis.gov) for more information.

### MONEY

Stay Connected - Share routine updates with candidates throughout the entire hiring process. Consider sending company 'swag' to further showcase your company. Both will foster trust through the virtual interview and onboarding process.