

Best Practices in Remote Hiring

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Meet the Presenters



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Agenda

- Introduction
- Remote Testing
- Remote Interviewing
- Remote On Boarding
- Questions





“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day, you bet on people not on strategies.”

~ Lawrence Bossidy

Introduction





Introduction

- ◆ Advantages of remote hiring
- ◆ Ability to easily adapt to align with current hiring processes
- ◆ Technological tools and resources

Remote Testing



Remote Testing

- ◆ Two types of remote testing options:
 - » Unproctored - no proctor present at the administration
 - » Remote Proctored - candidates connect with a proctor online

Remote Testing

- ◆ Types of Unproctored Tests
 - » Written multiple choice tests - two general skills tests that include 50 items
 - reading comprehension, math, and English language skills
 - » Skills testing – measure software skills such as excel, word, and outlook, or other skills (typing, etc.)
 - » Personality testing



Remote Testing

- ◆ Proctorless Testing: Pros and Cons
 - » Pros:
 - No proctor administration costs
 - Convenience for candidates
 - More access to candidates
 - Technology-driven
 - » Cons:
 - Inability to confirm candidate identity
 - No in-person support
 - Technology-driven

Remote Testing

- ◆ Remote Proctoring
 - » Candidates log into administration with a remote proctor – they connect via internet access, a camera, and microphone
 - » Proctor will conduct verification process (checking ID, etc.)
 - » Proctor will oversee the administration for the duration of the test

Remote Testing

- ◆ Remote Proctoring: Pros and Cons
 - » Pros: Verification of candidate identity, proctored administration, convenient, help for candidate, more access to candidates geographically, no hard copy test material, client account
 - » Cons: Technology-driven, new for candidates, added cost above proctorless testing

Remote Interviewing



Remote Interviewing

◆ Overview

- » Structured Assessment
- » Prepare Candidates for a Positive Experience
- » Train Panel Members
- » Methods of Evaluation
- » Debrief

Remote Interviewing

- ◆ Structure the Assessment
 - » Selecting Panel Members
 - » Developing Selection Materials and Schedule
 - » Selecting Technology
 - Two-way Live
 - One-way pre-recorded

Remote Interviewing

- ◆ Prepare Candidates for a Positive Experience
 - » Send invitation for both interview and pre-test.
 - » Be specific as to process, panel members, and steps moving forward.
 - » Provide tips for best presentation.
 - » Send questions ahead of time.

Remote Interviewing

- ◆ Train Panel Members
 - » Pre-test technology.
 - » Schedule at least 30 minutes to get organized.
 - » Share materials ahead of time.
 - » Solicit questions prior to interviews.

Remote Interviewing

◆ Methods of Evaluation

- » Technologies that include ranking capabilities.
- » Agency's standard process.
- » Scanned scoring sheets.
- » Preferred Ranking.

Remote Interviewing

◆ Debrief

- » Do have a Facilitator.
- » Explain plan during initial training.
- » Method dependent on evaluation parameters.
- » BE PREPARED!

Remote On Boarding



Remote On Boarding

Items to Consider with On Boarding

- ◆ Tasks that can be easily completed remotely:
 - » Professional Reference Checks
 - » Employment Verifications
 - » New Hire Paperwork
 - » Orientation

- ◆ Tasks that may require in person actions:
 - » Background Checks
 - » Drug Testing



Thanks!

Any Questions?

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