

# Workforce Has Been Reshaped, Forever?

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# HIRING AND ONBOARDING 01

## REMOTE WORKING ENVIRONMENT

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### Remote Recruiting & Hiring Considerations



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- Make job expectations clear
  - Remote
  - Temporarily remote
  - In office
- Limit number of interviewees
- Consider using these options and developing a best practices guide for:
  - Virtual interviews
  - Remote employees
  - Virtual job fairs
  - Virtual recruiting events

## Remote Recruiting & Hiring Considerations

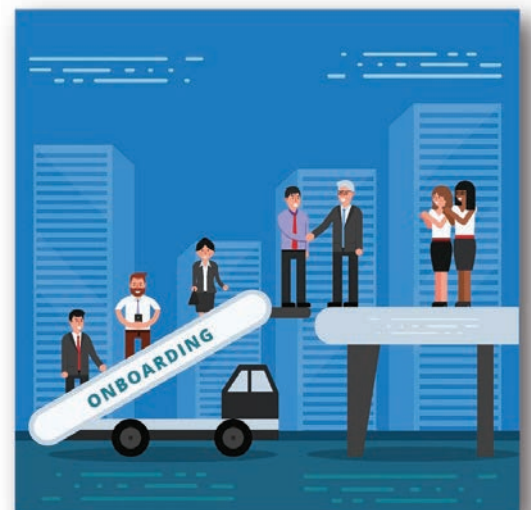
- In using interview platforms, make sure to consider:
  - Mobile device access so that interviewee does not have to have anything other than a phone
  - Reminders and tutorials for interviewees and employees
- For federal contractors, are you collecting the data needed for applicant flow log?



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## Onboarding Considerations – Documents and Legal

- Ensure equipment has been made available to new hires
  - Make sure they can use communication tools (phone, mail, video conferencing, file sharing)
- Have opportunity to review policies and procedures for remote environment
  - Walk through and train on the important documents, have employee sign during training
- Make sure complying with state laws governing electronic signatures
- Complete Form I-9 in remote environment



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