

Workforce Has Been Reshaped, Forever?

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HIRING AND ONBOARDING 01

REMOTE WORKING ENVIRONMENT

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Remote Recruiting & Hiring Considerations

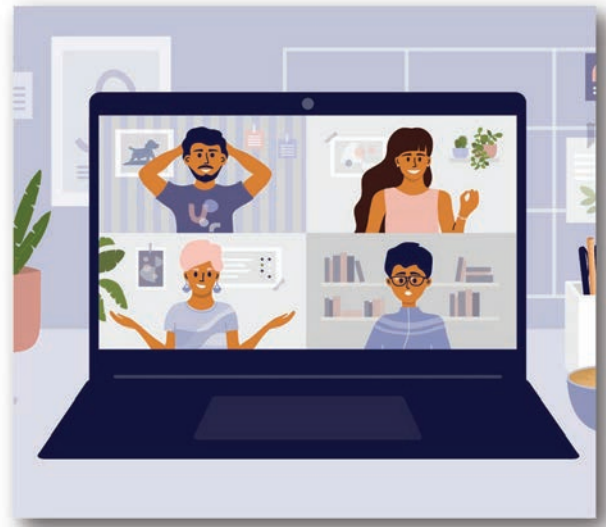


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- Make job expectations clear
 - Remote
 - Temporarily remote
 - In office
- Limit number of interviewees
- Consider using these options and developing a best practices guide for:
 - Virtual interviews
 - Remote employees
 - Virtual job fairs
 - Virtual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

Remote Recruiting & Hiring Considerations

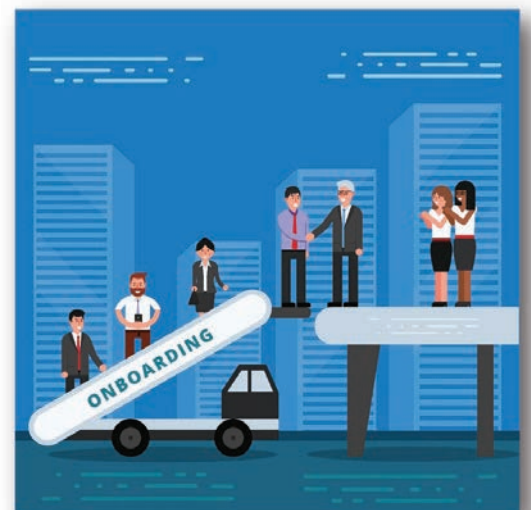
- In using interview platforms, make sure to consider:
 - Mobile device access so that interviewee does not have to have anything other than a phone
 - Reminders and tutorials for interviewees and employees
- For federal contractors, are you collecting the data needed for applicant flow log?



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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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