Workforce Has Been Reshaped, Forever?

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HIRING AND ONBOARDING

REMOTE WORKING ENVIRONMENT

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Remote Recruiting & Hiring Considerations



• Make job expectations clear

- Remote
- Temporarily remote
- In office
- Limit number of interviewees
- Consider using these options and developing a best practices guide for:

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- 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?



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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