



# Remote Recruitment & Onboarding

BY JOHNSON RECRUITMENT



# Setting Up for Success

Interviewing  
Preboarding  
Onboarding

# Before we begin...

Remote recruitment and onboarding may feel challenging and new but many organisations have been successfully hiring employees in this way for years!

We're here with you every step of the way and we look forward to assisting our network to work with agility and innovation.

It can be done!



# Interviewing

While in-person face to face meetings are not always possible, video interviews are a fantastic alternative and allow Hiring Managers to ask valuable questions and 'get a feel' for a candidate.

Remote meetings present an opportunity to hold a best practice interview; stick to a structure, have the candidate's CV in front of you and make notes throughout.

Ask the candidate to prepare answers for competency-based questions which you can review together in the interview. These assist in identifying each candidate's appropriateness for the role against the key measures of success for that position.





# Virtual Interviewing Tips & Tricks

## Before the Interview

- Make sure you have a strong internet connection and have downloaded any necessary communication programs onto your device before your interview starts
- Ensure there will be no distractions - sit in a quiet room and close the door to ensure you are as focused as possible
- Check the background of your video frame to ensure it's professional - a plain bright wall is best
- Have a backup plan in case someone's technology fails, for example the candidate's mobile number

# Take a moment

As the Hiring Manager, take time to ask:

- 'Can you hear me?'
- 'Can you see me? I'd like to make sure we have good eye contact.'
- 'I understand you might be more nervous because this is over video, I want to assure you this is all new to me too.'
- 'You're actually sitting a little too far away from the camera, would you mind sitting closer so we can have a better conversation.'
- 'The quality isn't that great, perhaps your internet is lagging, so let's just be patient with each other and allow each other to finish what we're saying.'

Whilst practically important, these questions also give you and the candidate time to get comfortable and break the ice.

# Focus

When hiring people without a face-to-face induction, you need someone who can pick things up quickly.

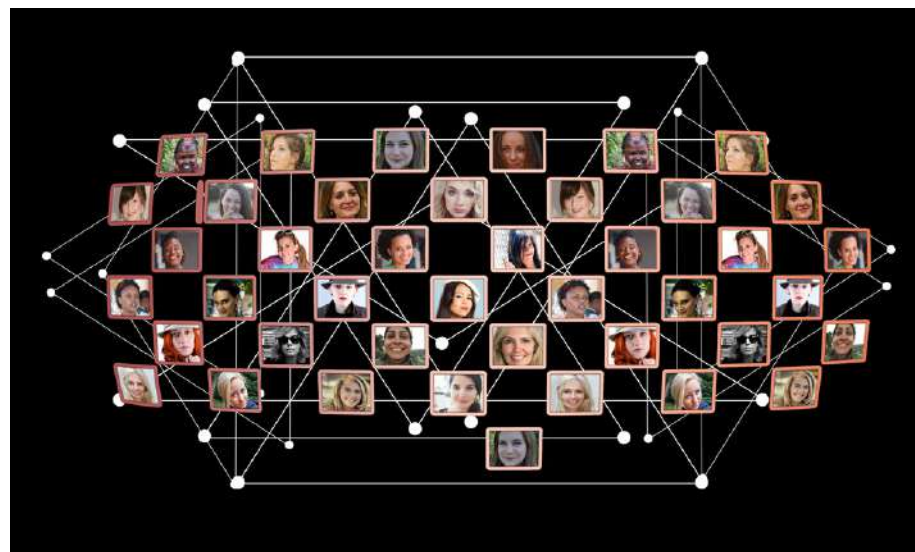
Ask competency-based questions such as:

1. What was the hardest task you had to learn in your current role and how did you go about doing it?
2. What tools do you use to solve a problem when working individually on a task or project?
3. What experience do you have with Program XYZ?
4. What strategies do you use to manage stakeholder engagement and expectations?



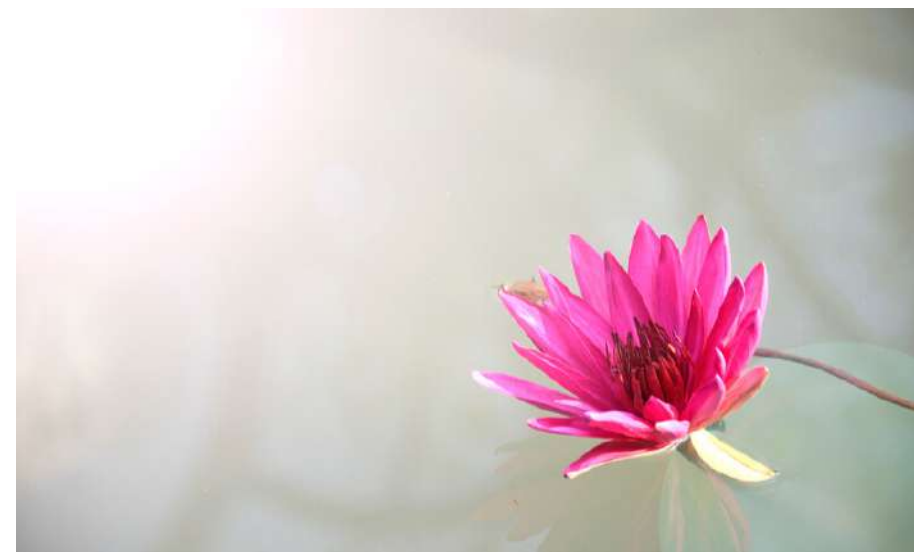
# Key Topics

Where you have an appropriate Employer Value Proposition, share this prior to the interview so that you can have a comprehensive discussion about it with the candidate.



## Culture

Strong culture still exists in remote teams. Tell the candidate about virtual team activities such as lunch clubs, after-work drinks or book/movie clubs.



## Values

This is a must. Be frank about your organisation's environment & values and ensure that they align with the candidate's. No business can afford to lose a hire due to this.

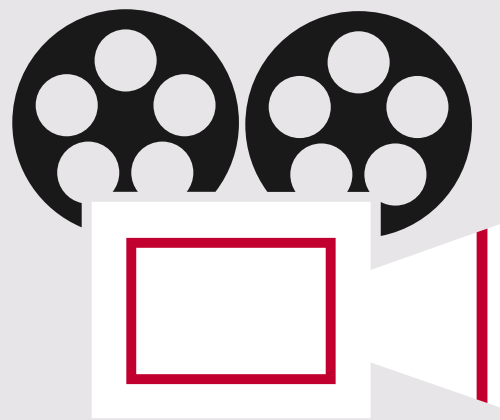


## Work Environment

If a candidate will be working remotely, ask them about their set up. Although you can fill tech requirements, they must also have a practical dedicated work space.

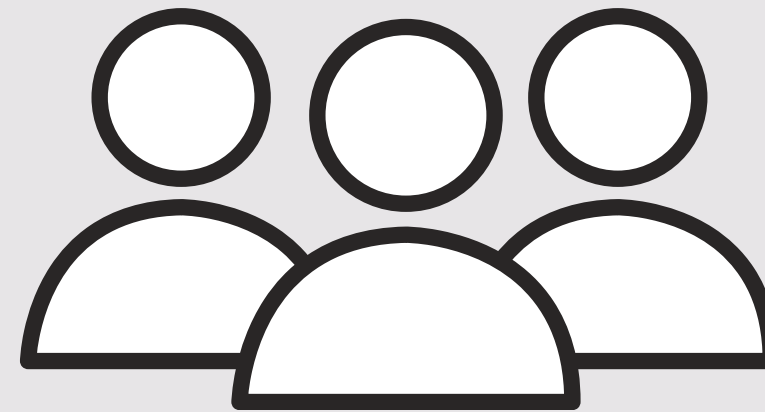


# Gauging Culture fit



## Video conference

Arrange a virtual catch up with your team and potential new hires to assess the group's interactions



## Assess teamwork

Understand the candidate's communication and presentation skills and how best to integrate this with the team



## Hobbies

Take the time to ask about interests, hobbies and what makes them tick

# Preboarding

Onboarding starts from the moment their offer letter is signed. Establish a solid preboarding program to ensure your new starter's first day is seamless and they receive a warm welcome.

Once the foundations are set, incorporate checklists, development programs and feedback processes into the following weeks and months.

**Out-of-sight doesn't mean out-of-mind!**



# Preboarding

## Preparation is Key



Ensure the employee is provided with necessary technology



Send passwords and give access to online drives



Schedule introductory meetings with key team members



Complete a Workplace OH&S check



Establish day and week structures and expectations

# Preboarding

## System Set Up

- Send all necessary equipment via courier once you have installed and set up relevant apps and programs
- Provide your new starter with their equipment as soon as you can to allow them time to set it up remotely
- Assess the risk of platforms available at this stage and give access to appropriate systems before the new starter's first day so that they can familiarise themselves
- Ensure passwords and logins are with the new starter
- Schedule a video call on Day 1 and talk through your organisation's systems via a shared screen



# Handy tips

## Paperwork

Contracts can be digitally and legally signed using services such as DocuSign or HelloSign. We can also do this for you, should you need our help.

## Informal socialisation

This is an excellent way to engage the team and helps build morale in a difficult time. Friday night wraps and group exercise classes are just a couple of ideas.

## Who's who?

Staff photoboard can help put a face to a name and speed up building workplace relationships.

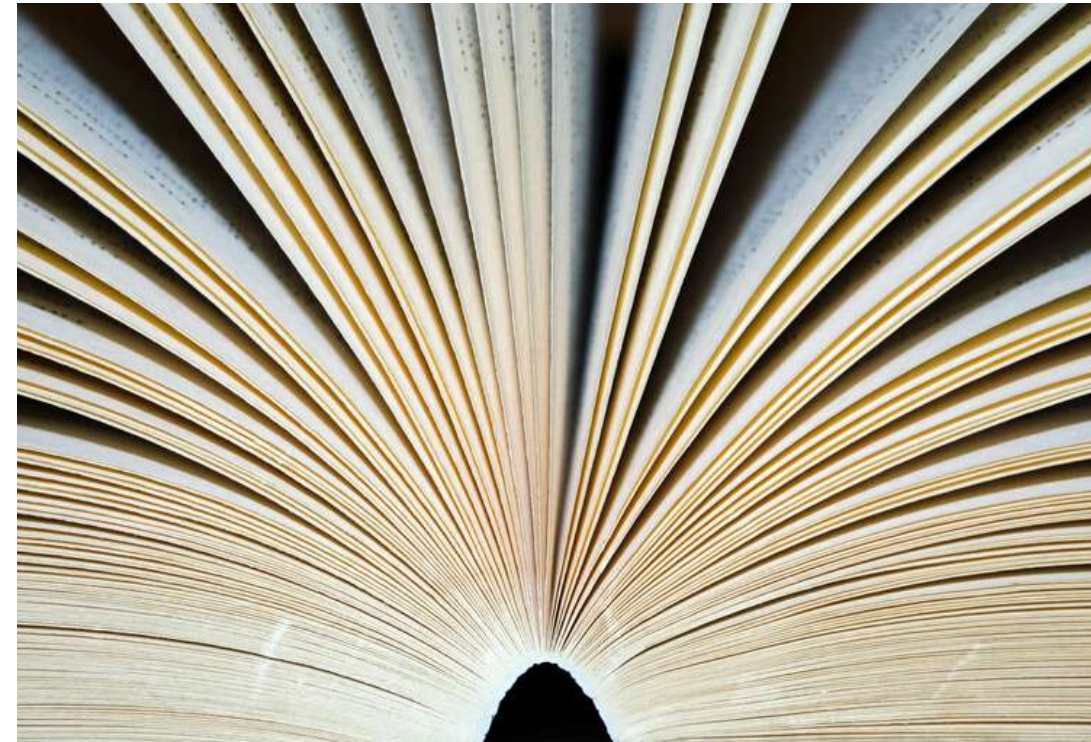
# Induction - Who does what?

Some onboarding tasks should sit with HR/Operations while others should sit with the new starter's direct manager - it's important to delegate these tasks before their first day to ensure nothing slips through the cracks.

What works best for your organisation?

- 01 Company overview**  
Provide a history, values and purpose overview to give a lay of the land.
- 02 Job responsibilities**  
Set clear outlines and goals for the next few weeks and months to ensure you're on the same page.

- 03 Workplace buddy system**  
Promote collaboration and communication from the outset and make your new hire feel at ease.
- 04 Training plan**  
Training and development is key. Ask your new starter what areas they'd like to improve - their input is valuable.



## Manuals & How-To's

Provide a library of instructions for communication tools, database applications and technology to get your new starter up to speed as quickly as possible.

At Johnson Recruitment, we have a wealth of expertise in HR Consulting and onboarding. Should you need assistance in creating any manuals to set your remote team up for success, please reach out.



# Training Plans

Develop an online learning system with a clear framework.

Video demonstrations, ready-made training modules provided by programs that you use internally and e-workbooks are fantastic resources to use alongside one-to-one training meetings with managers and peers.

Arrange follow ups and make sure that there's ample opportunity for questions and suggestions.



# Embrace Remote Working

Above all else, be open minded and normalise remote working in your organisation as soon as possible. It's an exciting new era for the global workforce so get on board and shape the future!

It's important that you and your staff adopt Business-as-Unusual to stay healthy and productive. Traditional day structures may not work as well at home, instead measure success by outcomes.

Below are tips that have worked well at Johnson Recruitment:

*Set a timer to go for a quick walk every 90 minutes*

*Communicate more than usual and assess what's best said over the phone or in an email*

*Set strict boundaries for yourself and communicate the hours that you will be available*

*Utilise mindfulness tools to reset and recharge*



### Contact Us

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We are committed to assisting our community with tools and advice to enable new and existing teams to flourish in a remote environment.

We would like to take this opportunity to express our appreciation for entrusting Johnson Recruitment to provide you with recruitment and consulting services. It is with genuine passion and commitment that we work alongside you.

Let us reassure you that as your organisation continues to operate, we are here to partner and support you through the uncertainty that you may face.



Barry Vienet - Managing Director

