



Nonprofit**HR**

Virtual Town Hall Virtualizing Your Recruitment and Onboarding Experience

Monday, April 20, 2020
12:00 – 1:15 pm

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Virtual Town Hall Virtualizing Your Recruitment & Onboarding Experience

Today's Presenters



Heather de la Riva, SPHR,
SHRM-SCP, sHRBP
Director, Virtual
Outsourcing



Danisha Martin, MBA, CSC
Executive Search
Consultant

Today's Focus

- Ensuring success in a virtual recruiting environment
- Tips for effective video interviewing
- Leveraging best practices for virtual onboarding
- Q&A

Ensuring Success in a Virtual Recruiting Environment

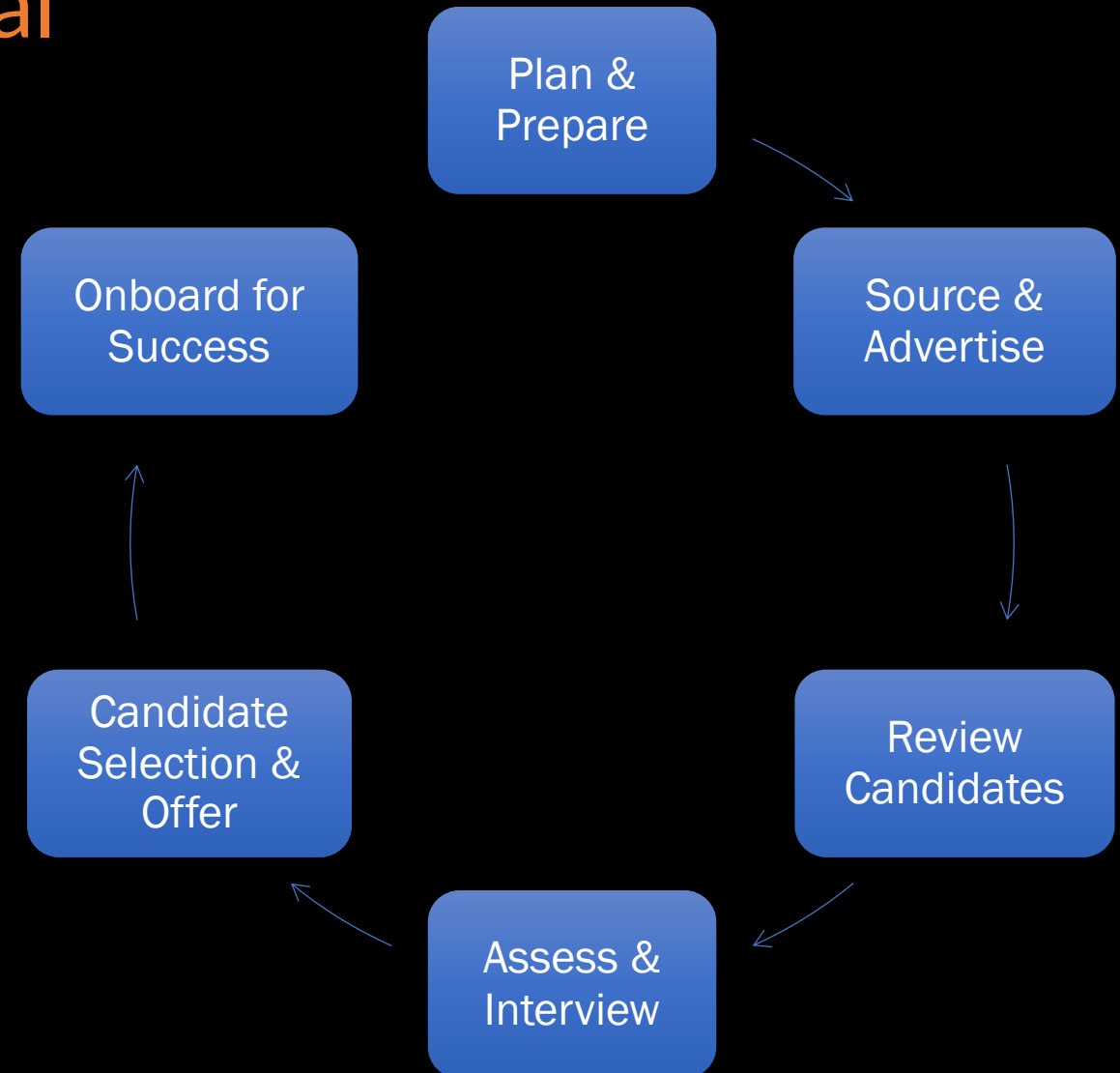


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Ensuring Success in a Virtual Recruiting Environment

6 Key Elements of the Recruiting Process

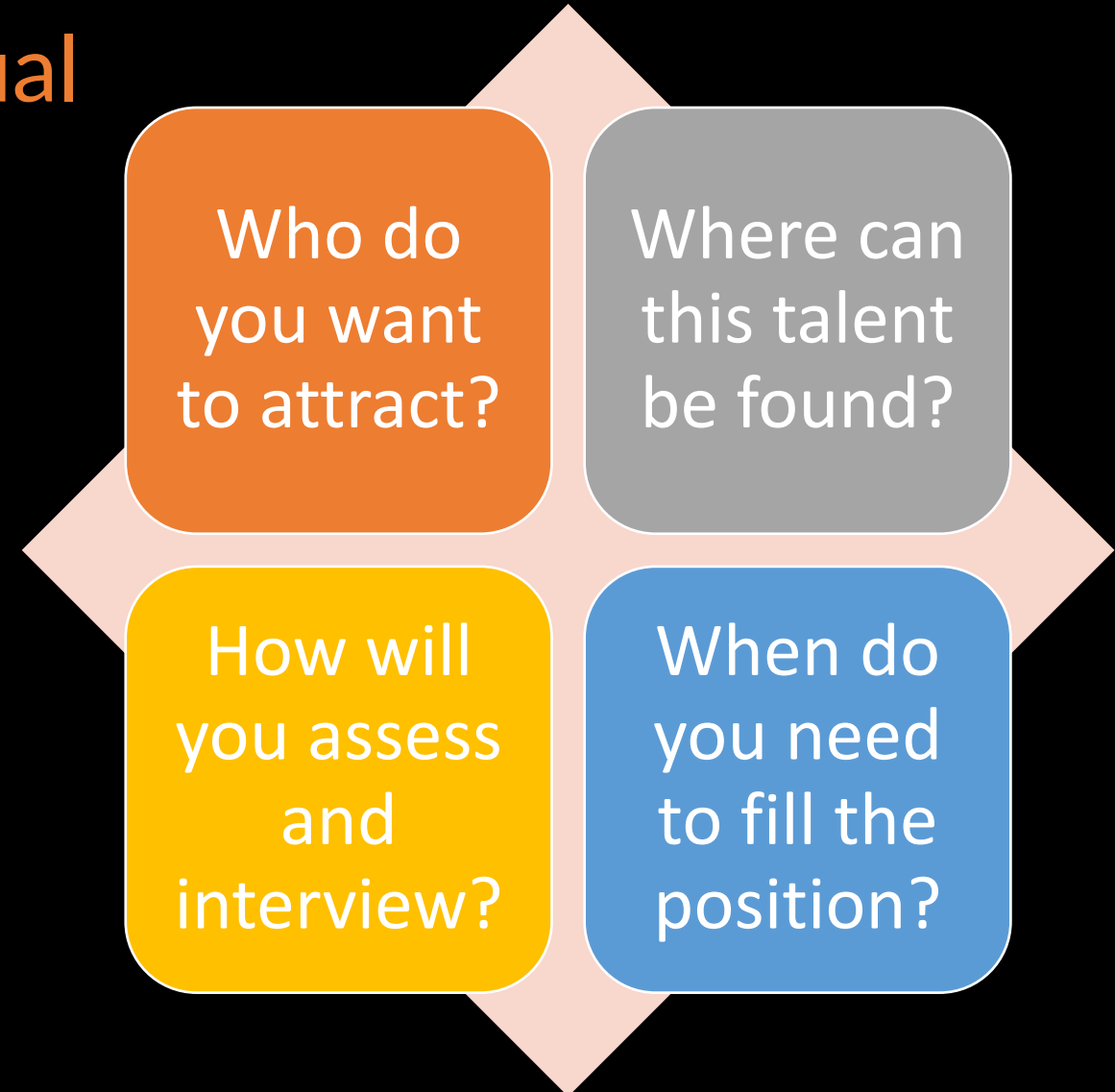
Align Recruiting Process To
Current Virtual Demands



Ensuring Success in a Virtual Recruiting Environment

Plan & Prepare

- Build a Timeline
- Create Job Descriptions
- Plan Job Ad Campaign
- Develop a Qualification Matrix
- Prepare Assessment Tools
- Identify Tracking Tools
- Select Interview Panel



Ensuring Success in a Virtual Recruiting Environment

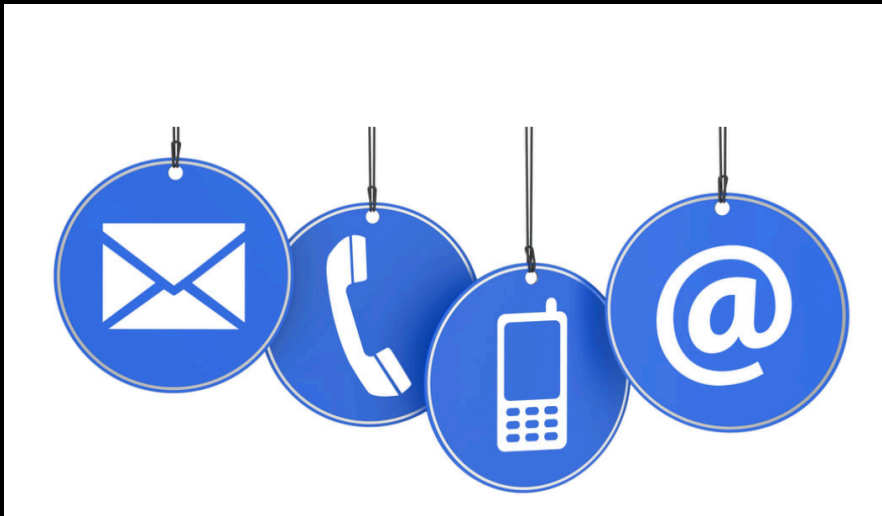


Source & Advertise

- A well-written and **engaging** job description is critical
- Refresh your postings frequently
- Consistency is key



Ensuring Success in a Virtual Recruiting Environment



Source & Advertise

- The phone is your friend!
- Email is your backup
- Leverage social media
- Your best job advertisers are your current employees

Ensuring Success in a Virtual Recruiting Environment



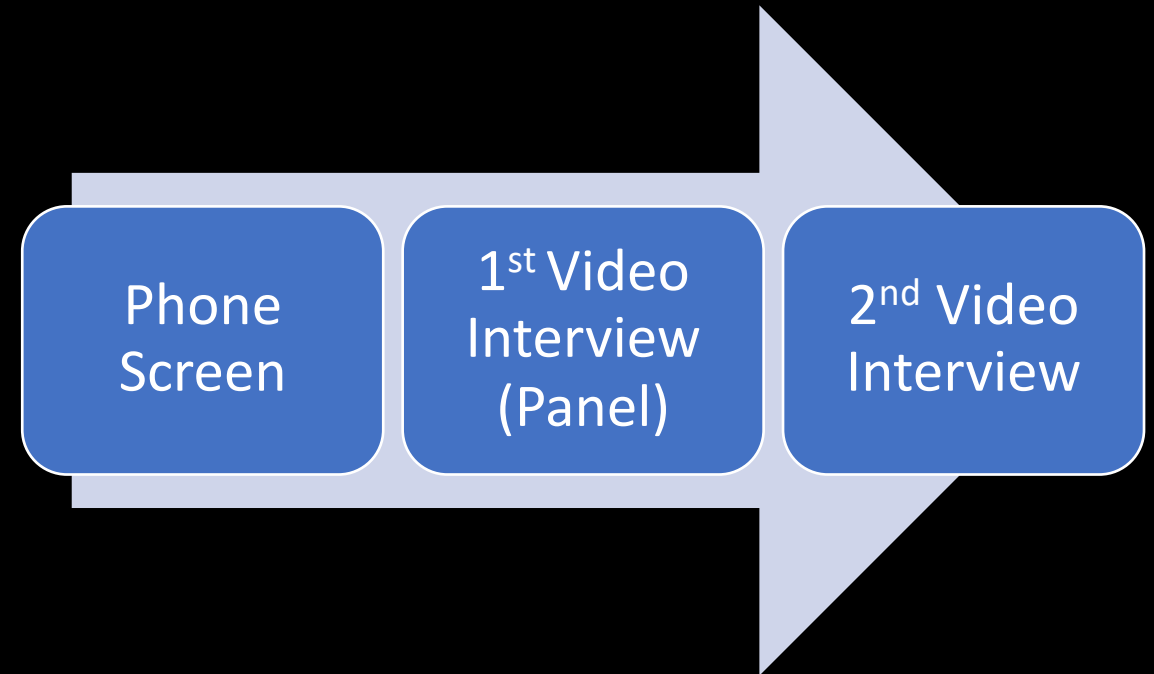
Review Candidates

- Consistent screening process
- Use a matrix
- Beware of bias in heightened visual environment
- Share your progress in real-time

Ensuring Success in a Virtual Recruiting Environment

Assess & Interview Candidates

- Stick to your Interview Plan
- Consider alternative methods of assessing talent



Ensuring Success in a Virtual Recruiting Environment



Keep Candidates Engaged

- Close candidates on next touchpoint
- Over-communicate
- Stay on your candidate's mind

Ensuring Success in a Virtual Recruiting Environment



Candidate Selection & Offer

- Consider your offer process
- Can you leverage a video call?
- Clearly outline the post-offer process
- Over-communicate
- Build rapport

Tips for Effective Video Interviewing

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Tips for Effective Video Interviewing

Ensure A Positive Virtual Experience

- Tech check
- Design your video interview room
- Prepare your lighting
- Position your device
- Clear all distractions



Tips for Effective Video Interviewing

Engage Your Candidates

- Warm introduction
- Share the agenda
- Maintain eye contact
- Practice active listening



Tips for Effective Video Interviewing

Engage Your Candidates

- Take your time
- Capture thorough notes
- Smile...you're on camera!



Leveraging Best Practices for Virtual Onboarding

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Leveraging Best Practices for Virtual Onboarding

Why Onboarding Matters

Organizations with a strong onboarding process improve new hire retention by 82% and productivity by over 70%.
-Glassdoor

69% of employees are more likely to stay with a company for three years if they experienced great onboarding.
-SHRM

77% of employees who had a formal onboarding process hit their first performance goals. -Urbanbound

Leveraging Best Practices for Virtual Onboarding

What makes for a
great onboarding
experience?





TEAM BUILDING

Building Strong Virtual Relationships

- Team Effort – get everyone involved!
- Celebrating your new employees
- Technology, Technology, Technology
- Intentional & Increased Communication

A graphic with a white brick wall background. The words 'TEAM BUILDING' are written in large, dark blue, hand-painted letters. A large, 3D yellow arrow points diagonally upwards from the bottom left towards the top right. The wall is decorated with various small, hand-drawn sketches in blue and yellow, including a notepad, a calendar, a coffee cup, a briefcase, and other office-related items.

TEAM BUILDING

Tying Strategy & Culture to the Experience

- Reviewing Strategy Documents
- Ensuring Role Alignment – where/how does their role fit in?
- Communicating Culture Virtually
- Who are your culture champions?



TEAM BUILDING

Key Administrative & Operational Considerations

- Tools/Resources to do their job
- Review of Position, Outcomes & Goals
- New Hire Paperwork/Benefits Overview
- Employee Feedback

The Candidate & Employee Experience

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Key Takeaways

- Align your recruiting process to a virtual environment
- Maintain high candidate engagement
- Ensure a positive virtual interview experience
- Onboarding should include relational, strategic, culture and operational components
- Leverage your team so that your new hires feels welcome immediately

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Questions?