Remote hiring
1. Recruitment before Covid-19
2. What did we need to change
3. Internal communication
4. External communication
5. Best practices/ Lessons learned
Recruitment before Covid-19

• Dedicated recruitment team responsible for:
  - Review job description
  - Set-up recruitment strategy
  - Sourcing candidates
  - Pre-selection candidates
  - Scheduling interviews
  - Conducting interviews
  - Beforehand discuss employment conditions
  - Schedule employment conditions meeting

• Face to face interviews

• Introduction program during first weeks
What did we needed to change

• From face to face to virtual interviews
• Help hiring manager how to select candidates online
• Implement videoconference platform
• Develop a new strategy for retaining applicants
• Online introduction program
Internal communication

• Develop new policy for conducting interviews

• Setting up instruction manuals how to use videoconference platform

• Change candidate journey on website

• Develop template “notes during interview” for hiring manager
External communication

• Make extra Covid-19 topic on our Vacancy website
  - We continue hiring new colleagues
  - What can you expect as a candidate

• Develop a new strategy for retaining applicants
  - More contact moments during the application process
  - New video to introduce our company
  - Send “welcome” email for the 1st workday
Best practices/ lessons learned

• It was easier than we thought
• Interviews could take place quicker or can be planned earlier
• Total application procedure went faster
• Retaining candidates took more time than before
• Candidates were less anxious than expected when taking up a new job