

A background image showing a person's hands typing on a laptop keyboard. The laptop screen displays a website with various logos, including 'GQ', 'Esquire', and 'TE'. To the right of the laptop is a blue mug filled with coffee. The entire scene is overlaid with a semi-transparent dark blue filter.

RECRUITBPM REMOTE HIRING **e-BOOK** AN ULTIMATE GUIDE FOR HIRING PROFESSIONALS

Table of Contents

03

INTRODUCTION

04

PRE-HIRING

05

POST-HIRING

06

Using Chat Tools and
Remote Team Culture

07

Conclusion

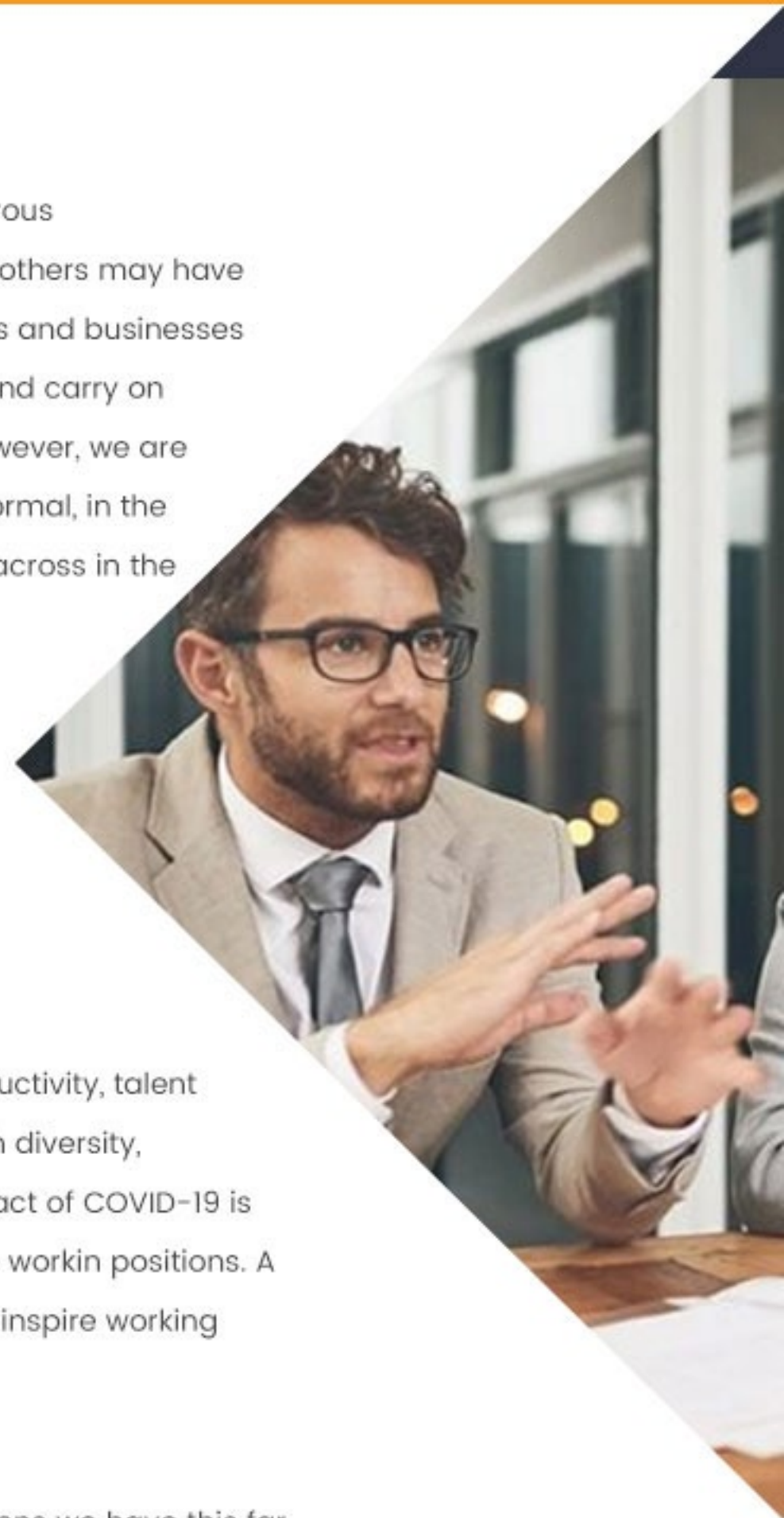
Introduction

The world as we know today has changed radically in the wake of COVID-19 as numerous organizations have chosen to close down their business for the time being and many others may have done it for good. Despite the air of anguish and hopelessness, a number of companies and businesses may have been going through an increased demand that needs them to acclimate and carry on working, while we find out how it's going to end up after the outbreak is overcome. However, we are positive that in due course, with a few distinctive changes, we will be back to a new normal, in the meanwhile we must get ready to fit in with the new hiring landscape we might come across in the near future.

In a survey study conducted by OWL Labs, it's been asserted that more than 50% of the employees in the US preferred **working remotely** for once in a month in 2019. Ensuing the outbreak of this pandemic, it is more likely that a majority of companies will be willing to go for more wide-ranging remote working opportunities for all their employees. According to a **Stanford study** when employees switched to working from their productivity increased by 13%.

Moreover, CEOs and employers have been identifying improvement in employee productivity, talent attraction and retention due to flexible work practices whereas they can also help with diversity, and inclusion of comprehensive recruiting practices. Despite the fact that the full impact of COVID-19 is unknown concerning working practices, there has been a constant increase in remote working positions. A large number of companies have been paying attention to public health sanctions to inspire working from home in possible scenarios and are now on the path of the remote working experiments.

Obviously, the consequences of these experiments are still unknown but the observations we have this far highlight the demands for a thorough change to the hiring and onboarding process in the future. Therefore, in this e-book let's try to gain some insights concerning the present and future of remote hiring and its success with remote workers.



Pre-Hiring

When it comes to hiring remote workers, the companies are always faced by unique challenges. They have to make sure that the person they are going to hire not only is qualified and have the required skillsets but also is productive while working away from the office location.



Define your Company Culture

Strong company culture holds significant importance for each employee whether working onsite or remotely. Though, having remote working employees who succeed and add to the success your business takes work on the front side. Hence, outline your company's culture and communicate it during your hiring process. By doing this you will be able to establish whether the candidate is a right and you are not hiring someone who will end up leaving your company within a few months of employment.

Search for Skills that are Useful for Remote Employees

No doubt that the hard skills that are needed to complete the job responsibilities are essential, but soft skills are also quite significant to make a remote employee successful. Have a list of perceptive questions ready for the candidates to observe their orientation on working remotely and to know why they consider themselves to be the right fit for such a setup. Moreover, try to get an insight into their time management, their communication skills, and their level of self-motivation. Ask them of occasions when they have been successful to work independently and how they had managed to work with a colleague in case of ineffective communication. These judgments are necessary for evaluating whether the candidate could be the right fit for the position within your company.



Have Transparency in Job Description and Interview

While advertising for a remote position make sure that you meticulously describe the responsibilities, explaining how frequently they are expected to work from home and be onsite. It is the right time to have a display of your company culture and core values. Give them a clear picture of a regular working day at the office and they can be a part of it, even working remotely. From the start, if you make both the job itself and the company culture clearly noticeable, you will most certainly have the advantage of attracting the right talent for the position.

Employ Background Screening Tools

When it is absolutely necessary to screen your job candidates for each open position at your company for the security and productivity of other employees, it is ever so more important in the case of remote employees. Firstly, you may have been providing them with valuable hardware, and you must make certain that they are honest and reliable. Secondly, if you are recruiting people out of state or country, there are high chances that you will be unable to meet them in the flesh while interviewing them. Therefore, having background checks offer you a more precise and acute assessment of their general aptitude and consistency. Usually, the background checks that are useful in case of hiring remote employees are criminal record searches in the countries they may have lived, worked, or studied for the past 5-7 years, employment and education verifications also count. If the applicants are international, going for international screening is a smart choice. Assessment testing is another useful tool to discover the candidate's orientations and practices toward morality and ethics. Lastly, with the help of social media screening and drug screening, you may be able to detect challenging behaviors that could prove to be dangerous for your organization to deal with.

Post-Hiring

After you have hired a candidate for a remote position for your company, there are a few ways to make sure they have maximum opportunities to be successful at your company.

Build Strong Communication to Collaborate with a Remote Team

There are two basic things to keep in mind when it comes to communicating with your remote team: some charitable compassion and a few transformations for the virtual office. However, it is quite significant to keep in mind that the types of implicated communication you experience in an office setting don't certainly transfigure online when more teams go virtual turning to remote working. To make sure that your team is happy and productive, it is completely inevitable to establish some ground rules for team communication.

While on Remote Working Context is King

When you are indulged in virtual collaboration, most of the time you may have no idea at that moment what the other person is doing. Quite possibly they are sitting at their desk just like you, or frantically hurrying to some sales meeting, only answering "Yes" to your query due to lack of time on their side. Hence, lacking an understanding regarding the other person's context may lead you to the consideration that this particular person isn't interested in the issue you are worried about when in reality they are just rushing to catch a cab!

On the other hand, if you understand that person's context, the brief responses on their behalf make sense all of a sudden: it's not like that your colleague doesn't bother, they are just kind of tied up at the moment. Establishing your context before communicating is always better to avoid any misunderstanding when things are unusual. Give your team members a heads up when you are too much busy in a project and unavailable to respond to their queries quickly. It's always better to over-communicate than having misunderstandings.



Establish Ground Rules for Remote Working

If you are already a part of a remotely working team, there are high chances that your team has a list of its preferred tools. The main issue to deal with is how and when you need to use these tools to communicate with them. All of these factors can be reduced to one simple question that can help you save a lot of time and mental energy. Is your information time-sensitive? Let's say you don't have time-sensitive information on the project if you ping your teammates you can possibly distract them from concentrating on an important task at hand.





Using Chat Tools Vs. Video Calls as a Remote Worker

First of all, let's understand these 4 important facts:

1. Tools can easily conceal the objectives and compassion: Always remember that at the receiving end of a chat is a living person with emotions and reactions.
2. If you have to offer positive feedback, better to do it over a video call so others can understand your intentions.
3. The lack of verbal and emotional intimations can lead one person to take a chat conversation as a difference of opinions while the other person can perceive it as a simple exchange of information.
4. Antipathy increases gradually because of the fundamental issues being left unresolved. Digital communication gone good-for-nothing can bring forth misconceptions and hurt feelings.

The most convenient way to eradicate this problem from the start is by acknowledging the compassion in your team members through seeing their faces on a video call. It actually is a game-changer.

Remote Team Tools Checklist

- ③ Chat and collaboration tools (Google Hangouts™, Slack™, etc.)
- ③ Video calling (Skype™, Google Hangouts™, Zoom™, etc.)
- ③ Screen sharing
- ③ Project management systems (Asana™, Wrike™, Redmine™)
- ③ Automated onboarding software
- ③ HR software with employee self-service
- ③ Recognition and reward systems

Tips to Develop a Remote Team Culture

A perceived culture hit is one of the main problems to deal with, where developing a remote-friendly workplace is concerned. For a long time, workplaces have depended on co-location to develop a corporate culture. However, the solution to developing successful remote relationships is intention. You may have to go the extra mile to come across some mutual interests, have purposeful meetings, and literally understand each person's viewpoint. The outcome can be a lifelong network of true friends that you can rely upon, irrespective of the geographical differences. There are two things that help to develop a strong remote team culture:

1. A strong set of "rules to live by" that are 100% acceded all over the organization.
2. A well-developed system of meetings, events, and habits to ensure strong interaction between employees.

5 "Rules to Live By" in Remote Culture

- ③ Empathy Is Everything: Always go for good and positive intent. There is a strong chance that your manner and tone can get lost over chat, so presuming your team member or co-worker is coming from a positive place helps with any possible misunderstandings.
- ③ Treat Others with Transparency: It is a good practice to keep vital information available for everyone: log side chat decisions, record video meetings, and always take notes to share in public spaces.
- ③ Asynchronous Is A-OK: Embrace communication across distributed time zone work schedules. Plan ahead and make sure that no decisions are made at the last minute. It may seem like extra work, but it's actually more organized.
- ③ Expect Structure: Develop a process, structure, and agenda around meetings and updates so everyone can follow along irrespective of their location. Assign a meeting lead and scribe to ensure key decisions are captured in writing.
- ③ Different Yet Equal: Accept this fundamental reality that all remote team members are equal, but their experiences differ from each other. It's fine for co-located teammates to get together in person. The key is to be considerate. If it is a company-sponsored event, provide an alternate perk for remote employees.



Conclusion

Even if your team members are located in different places, there are still great opportunities for them to be a part of the organization's culture. First and foremost, you have to choose the right talent for remote work. Secondly, to make sure that just like your onsite team members, your remote employees are able to function as a single, cohesive unit, you need to develop high-value video and regular face-to-face meetings with them to encourage them toward creating strong interaction and relationships.

www.recruitbpm.com

