

# Coping with the Crisis – Checklist 5

## Recruiting Remotely

Most recruitment starts remotely anyway as your prospective employee will start looking online at job advertisements. Ultimately most organisations do want to meet the person face-to-face but you might need to fill a position urgently. Below are a few tips about planning your on-line recruitment, shortlisting remotely and interviewing options.

Key things to know	Have you...	
This is always important but more so when all your contact with prospective employees will be remote; make sure you are encouraging the right people.	<b>Made sure your job advertisement, job specification and description are as clear and accurate, stating location i.e. working from home then an office etc</b>	<input type="checkbox"/>
If you are the sole decision maker, then your detailed job spec and description is clear to you. If you want others involved in shortlisting, make sure you have spoken to them and discussed what is important; what is a definite no.	<b>Worked out how you will shortlist applicants?</b>	<input type="checkbox"/>
Decide which of the remote options is going to work best (and easiest) for you and any co-interviewers. Consider technology restrictions and options –you may need to offer a telephone alternative to video call as not everyone will have access.	<b>Decided how to interview?</b>	<input type="checkbox"/>
You want to make sure your process is accessible for your applicants. State in the advertisement what online system you will be using and ask them as part of their application, if this is suitable, and if not be prepared to offer a different approach.	<b>Made sure your job advertisement is clear about the interview process and any special requirements e.g. DBS checks?</b>	<input type="checkbox"/>

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Make sure your tests are accessible and if you want to make sure the applicant themselves is undertaking the test, use a 'virtual break-out room'

**Decided to include tests as part of the interview process?**

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Make sure the technology is working as you need it to and always have a back-up plan. For example, have the candidate's email and phone number handy in case there are any issues with the video call interview.

**Checked the technology?**

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Make sure you have the interviewee's CV/application form in front of you; your list of questions and are looking professional!

**Prepared fully?**

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Keep all distractions to a minimum (switch off alerts/chats etc.) Avoid having interviews in busy parts of your home or where the background might disturb the candidate. NB many video-conferencing applications allow you to set a blank background.

**Thought about where in your home you will conduct the interview from?**

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When the remote interview concludes, be clear with the candidate about what happens next and make sure any questions have been answered.

**Thought about where in your home you will conduct the interview from?**

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## Sources of further support

### Third Sector

<https://thirdsector.haymarketrecruitment.com>

### The Guardian

<https://recruiters.theguardian.com>

**Charity Job**

<https://www.charityjob.co.uk/recruiters>

**Charity People**

<https://www.charitypeople.co.uk>

**Harris Hill**

<https://www.harrishill.co.uk>

**This Coping with the Crisis Checklist is part of a series, visit [www.dsc.org.uk/crisischecklists](http://www.dsc.org.uk/crisischecklists) for more**

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