

## Talent Acquisition Recommendations

As social distancing, teleworking, and other measures are put in place to limit the potential spread of COVID-19, agencies may need to reconsider typical talent acquisition processes including interviewing. DHRM provides the following suggestions and ideas to continue to support agency hiring processes.

Topic	Suggestions & Ideas
<b>Communication</b>	<p>Ensure your agency is continuing to communicate with applicants on a regular basis. Provide updates on the status of open positions and provide information on possible next steps the agency will be taking for completing the selection process. Be sure to proactively contact any applicants scheduled for interviews to provide them current updates.</p> <p>Continue to use your agency’s social media channels (Facebook, Twitter, LinkedIn, etc.) to communicate with current and future applicants. Provide as much information as possible about the agency’s plans for continuing talent acquisition efforts.</p> <p>Now is the time to share what you know and what you can. Don’t be silent!</p>
<b>Interviewing</b>	<p>Although in-person interviews may be on hold, there are still other options available to continue interviewing applicants. These include:</p> <ul style="list-style-type: none"> <li>• Phone Interviews</li> <li>• Web-Based Interviews – a few examples may include: <ul style="list-style-type: none"> <li>○ <a href="#">Google Hangouts</a></li> <li>○ GoToMeeting</li> <li>○ Skype</li> <li>○ Zoom</li> <li>○ WebEx</li> </ul> </li> </ul> <p>Your agency may already have these tools available. If not, consider contacting your agency’s procurement team to inquire about the process for subscribing to a web-based meeting tool.</p> <p>To use video features for web-based meeting tools, a webcam will be necessary. If a computer does not include a webcam, identify if one can be obtained. Also, consider using a smartphone and its’ built-in camera to conduct a virtual interview.</p> <p>When interviewing remotely, consider providing the applicant with the interview questions by sending them a copy at the time of the interview. Also, be sure that your agency is using structured interview questions to be consistent across interviews.</p> <p><a href="#">7 Tips for Conducting a Seamless Virtual Job Interview</a></p>
<b>Career Fairs</b>	<p>Many in-person career and job fairs are postponed or canceled at this time. However, many organizations already offer and more may begin to offer the opportunity to participate in virtual career fairs.</p> <p>In a virtual career fair, employers “meet” candidates and often have the opportunity to interview candidates individually. As an employer, you can participate in a virtual career fair or consider hosting your own virtual career fair.</p> <p><a href="#">The Ultimate Guide To A Virtual Career Fair</a></p>