

Virtual Recruitment Services





LEXXER SOLUTIONS

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SOLUTIONS



Recruitment Services

As a knowledge broker we specialise in matching people to particular tasks. Our recruitment services will match you with the right candidate, based on their knowledge, experience and skills.

Our full range of PEOPLE Services will not only help you find the right person but also unlock the potential and power of your existing staff, volunteers or members with training and development. Often the best solution is a winning combination of external training and consultancy which will develop and mentor existing staff allowing them to develop the confidence, capacity and skills to produce the best in-house team. When you need to expand and bring new staff onboard we are here to help too.

Our PEOPLE Services will help you acquire, develop, and manage staff, volunteers and stakeholders. Our knowledge based approach draws upon a range of sectors to provide full service support from recruitment and legislative compliance to management and human resources. We also embed and manage staff or consultants which may be the most cost effective solution.

Our recruitment services are geared towards small businesses, charities and community based voluntary organisations which do not have the time, resources or skills to conduct their own recruitment processes. Our full service can either source staff, volunteers or trustees and allow you simply to have the final choice, or where open recruitment is required we will support you through and beyond the process of finding the right people for you.

We offer External, Internal and Virtual Recruitment Services, all designed with you in mind, to ensure that the right person is selected in the right way.

CLIENT:
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Contact:

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Virtual Recruitment Advantages

Using technology during the interview stage is not a new thing. Many employers will do screening phone or video calls to determine whether an individual has the skills required for the job before inviting them in for a face to face. It's a tried and tested method.



A key benefit of using video interviews is that you relieve yourself or the hiring manager of time spent screening these candidates whilst giving the candidate a better user experience



**Saves Time
And Money**

Video interviews give you the chance to find out more about them than what you can see on paper. It brings the candidates to life, making it easier to decide whether someone is a good cultural fit or right for the role

**Improves on
Paper based approach**



It takes the stress out of the process for all involved, since that face to face interview is often ruined by client nerves or the time constraints on the panel.



**More
Reflective**

However, if we were to take the whole process and make it digital, how might it benefit you?

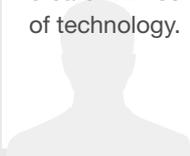
Firstly, taking the process online could help you streamline your interview process and reduce the time to hire. By using video conferencing tools, you make it easier for everyone who needs to be in that interview to join, taking away the need for any more than two interview stages. Plus, it's easier to schedule an online interview than face to face, meaning you can interview sooner and more efficiently.

It will also help combat any unconscious bias of the panel. Whilst it won't eliminate it completely, and training your interview panel to recognise their own unconscious bias is key, using video interviews allows for more candidates to be interviewed, more people to join the interview and check each other's bias; and removes any geographical or social limitations for the individual being interviewed.

Virtual Recruitment Disadvantages



It is new and can come with its own range of challenges from finding the right platform or service to use, and the digital divide it might create with some applicants deterred by the use of technology.

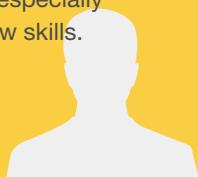


Digital Difficulties

Virtual recruitment is new and like all technology it has its critics. Many argue that it removes critical elements of the interview process, and that it is hard to gauge a candidate properly unless they are seen face to face.

Like all sectors many traditionalists who hold senior positions have a preference for the tried and tested methods they use and are reluctant to use new ones, especially when this involved learning new skills.

Sector Reluctance



Some panels argue that they are unable to go with their gut if video interviews are used. Whilst these are a great way of screening people, we are social beings and usually need some in person contact to make our minds up about an individual. Some hiring managers might not be comfortable going with the best candidate in principle if they fear they might not connect with them once they're in the office.

The loss of certain key features of the interview process, such as seeing how candidates react to pressure, new people and situations is a concern and until digital solutions can replicate these there will be doubts.



Loss of Key Features

It is clear however that virtual digital aspects of the process are on the rise and can be used alongside traditional methods.

Virtual Recruitment

Internal Recruitment serves as a great contributor to employee engagement and retention which can be the biggest challenge for organisations. Hiring and developing employees internally is a great effort in managing talents globally.



Our recruitment services are specifically designed for third sector organisations and small start up firms. For many small firms and groups, the idea of interviewing candidates can be as daunting a prospect as it is for those being interviewed.

The practical difficulties we have experienced working with clients for over twenty years compound the lack of experience and confidence. Few third sector organisations have HR resources in-house, and research has found it is once of the most worrying aspects of serving on a board. The potential legal liabilities, not to mention the damage to the work and reputation of the group or cause that a bad recruit can do put many committee members and trustees off.

Since many are volunteers, a very real problem is finding a suitable time to form an interview panel. For some it means taking time off work, or arranging child care. Therefore our solution is a virtual recruitment process which can solve many of these problems, using affordable and easy to use digital solutions.

Our virtual recruitment services will take our existing tried and tested HR Service and take it online allowing you to remotely assess candidates, test their ability and aptitude as well as watching video interviews or setting up your own virtual interview.

Virtual Recruitment Process

External Recruitment Policy

The first step will be the checking or creation of a client recruitment policy. This policy ensures that the process complies with legislation and best practice and describes what applicants can expect during the selection process and provides information on things such as a complaints process. It will ensure transparency, fairness and equality as well as a sound effective process which works for all involved.

This then leads on to other recruitment material such as job descriptions, candidate information packs, and specific training for the client in order to help them implement their own policy and practice effectively.

Job Posting

We will work with you to develop a job posting system that ensures the widest reach using relevant media. The job posting should include a job description, essential and desirable criteria, the job's department or project and position manager and the dates for application. The chosen media should have penetration of a relevant sector, a wide enough reach to engage a good pool while containing enough information to prevent pointless applications.



Screening

Our service will screen applicants using questions and tests based on your essential criteria, to ensure that only suitable candidates go forward. This will be at the point of online application.

Preliminary Interview

We will work with your interview panel or board to develop a set of questions based on the criteria, and focused on the skills, education and experience required. Candidates will be given these questions and then asked to record a time bound video answering each question in turn. These will then be made available to the panel who can consider them individually or collectively.

Remote Testing

Our virtual testing tools allows for the reliable, decentralised assessment of candidates using case study material, aptitude or proficiency tests or role plays . It requires candidates to understand, evaluate and analyse written information, real life situations and how they respond.

Video Conference Interview

For those candidates selected from the previous stage, a video conference interview can be set up where their answers can be explored in more detail. Here both they and the interviewers can ask and answer questions and the traditional interview format will be replicated as faithfully as possible.

Scored

Applicants will be scored against the criteria and each other with a decision made as to whether the

Feedback

It is also good practice to provide feedback to candidates in an open, transparent and constructive manner.

Virtual Recruitment Process Breakdown

The following steps are representative of the services offered in the virtual package to reduce costs and the burden and liability of running a recruitment process. They are based on our experience of similar projects, and clients.

After consultation with committee and other relevant stakeholders, LEXXER Solutions will design and deploy a recruitment process meeting the specifications agreed. The following services and support will be provided.

A. GROUP CONSULTATION AND TRAINING, WITH POLICY/PROCESS SUPPORT

B. PRODUCTION OF CANDIDATE INFORMATION PACK

C. DESIGN OF APPLICATION FORM

D. JOB DESCRIPTION DEVELOPMENT, WITH ORGANISATIONAL SPECIFIC CRITERIA

E. DESIGN AND DEPLOYMENT OF JOB ADVERTISEMENT WITH POSTING ON A RANGE OF ONLINE SITES AND PLATFORMS

F. DEVELOPMENT OF OTHER DOCUMENTATION EG GDPR FORMS

G. INTERVIEW EVALUATION FORM

H. INTERVIEW PANEL TRAINING AND PACK

Planning the online interview

Determining the interview questions

Conducting the interview: Your roadmap for virtual interviews

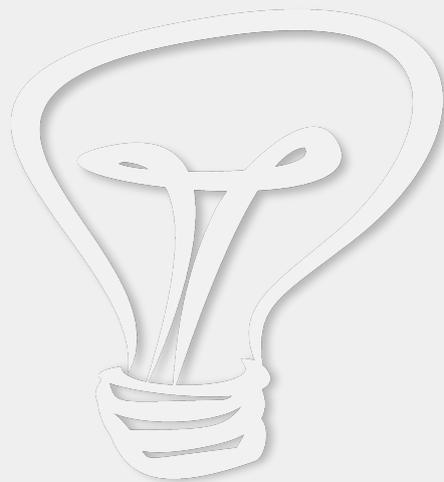
Conducting an interview online Do's and don'ts

Interview follow-up

I. FACILITATION OF VIRTUAL INTERVIEW PROCESS

J. INDEPENDENT REVIEW AND FACILITATION OF ASSESSMENT

K. APPLICANT FEEDBACK



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