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BUSINESS AS USUAL

BUSINESS RESILIENCE & ADAPTABILITY

We've seen many businesses show their resilience and ability to adapt to the current recruitment landscape. They have recognised that whilst many businesses are making redundancies and are slowing down, now is the perfect time to continue recruiting and drive ahead.

Under current circumstances it's important to be prepared to recruit and onboard new staff virtually, in order to adhere to current government advice to minimise travel and contact, as well as thrive and progress as normal. This document contains advice and tips, built upon our own clients case studies, on the best way to hire and onboard remotely.









VIDEO INTERVIEWS

Video interviews are a great way to interview somebody 'face to face' whilst removing the need for travel and contact. Providing that both parties have access the the correct tooling and a stable internet connection, video interviewing has great benefits, including:

- Widened talent pool
- No geographical boundaries
- Functionality to record and review interviews
- Business and recruitment continuity
- Some businesses even have access to automated video interviewing tools, which saves wasted time on unsuitable candidates and no shows and ensures all candidates are assessed on the same questions, because it's fully standardised.

Maxwell Bond are currently using Microsoft Teams for all communication, using chat, audio, and video functionality. As such, we are running a free webinar for all of our clients on how to maximise and optimise the use of this platform.

If you would like more information on this, please get in touch.

Video Interviews don't mean the candidate has to miss out on an office tour either. You can film a virtual tour in advance and share this with them, or if you are videoing from your laptop, take them on a live walk-around!

DIGITISATION DOCUMENT ACCESSIBILITY

Minimise issues and delays by ensuring all new starters, as well as existing staff, have access to all HR documentation, the company handbook, and any important, work-essential documentation including process sheets, targets, and contact information.



Full Contracts and HR Policy Documents



Company handbook

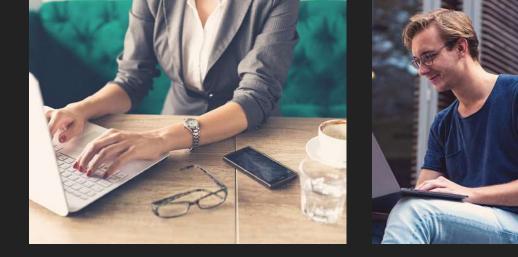


Process sheets, and work-essential documents

ONBOARDING REMOTELY

Remote working doesn't mean your employee onboarding experience needs to suffer. We are lucky to live in a digital age, where we can video call, share files, and collaborate remotely, with ease and efficiency. Based on some of our market leading clients, below is our five step process to successful remote onboarding.

- 1. Send all required equipment and login details to your new starter in advance
- 2. Send digital versions of all documentation required for their first day
- 3. Have a video call first thing to introduce them to the team and cover any priority tasks, and then schedule regular catch ups throughout the day
- 4. Allow time to talk with key team members to maximise social bonds
- 5. Provide all virtual training required to use company tools or to upskill the employee





FORGING TEAM BONDS

1-1 INTRODUCTIONS

Allow all team members to have five minutes to introduce themselves and talk about their roles, projects, and priorities. This allows for a clearer understanding of business structure, but also allows work relationships to develop early.

VIDEO CALLING

Video calling is the best way to interact with others when working remotely. It gives the impression of a real, face-to-face conversation.

SOCIAL TIME

Schedule non-agenda calls to ensure everyone is able to socialise, even from a distance. Some of our clients have approached this creatively, by inviting team members to create their own avatar and join a gaming platform on Minecraft or Call of Duty!

CELEBRATE SUCCESS

All successes, no matter how big or small, should be celebrated. Shared success helps boost motivation, confidence, and a sense of purpose.



1.4 DAYS

WORKED
ADDITIONALLY PER
MONTH BY REMOTE
WORKERS



EXTRA
PRODUCTIVITY TIME
PER DAY BY
REMOTE WORKERS

Business News Daily 2019

MANAGING REMOTE TEAMS

TRUST YOUR TEAM

Remote work is built on trust, and an ability to trust your team is working without you seeing them.

SET EXPECTATIONS EARLY

Ensure all team members understand new working rules, the core hours, standards or activity expectations, tooling and methods of communication you will be using.

BE AVAILABLE

Schedule regular catch ups with team members to monitor progress and discover any challenges. Make sure all members now how and when they can reach you throughout the day.

VIDEO CALLING

Having team meetings using video tooling is a great wait to maintain social bonds and identify social cues for when someone wants to talk. It's a great way to also maintain social bonds through non-agenda social calls too! Try to get everybody involved on the call to maintain engagement.

ONLINE TRAINING

Still offer your team the same training and guidance you would normally through video training sessions, webinars, and prerecorded training videos.

PRODUCTIVITY > TIME

The environment in which your team are working doesn't matter. It could be at a kitchen table, or on the sofa – not everybody has the luxury of having a home office space. It's important to realise as well that in the case of remote working, it's not all about how much time is spent at the computer, it's about levels of productivity.

BEST PRACTICE

ATTITUDES AND BEHAVIOURS TO ADOPT AND ENCOURAGE

ACCOUNTABILITY

All team members and managers should take responsibility for their activity and behaviour, by collectively setting and sharing goals, knowledge, challenges and solutions.

RESILIENCE

All team members and leaders should be encouraged to reflect on their days activity and see what they did well, what challenges they faced, and how they can change their behaviour tomorrow for better results.

SUPPORT

Sharing knowledge, advice, and solutions is key in ensuring everybody is equipped to work remotely and still hit targets and goals.

UNDERSTANDING

Remote working will be new to a lot of people, and patience whilst people adapt is fundamental to helping people, and the business progress and move forwards



3 WEEKS

WORKED
ADDITIONALLY PER
YEAR BY REMOTE
WORKERS

8%

OF REMOTE
WORKERS
STRUGGLE AND
NEED ADDITIONAL
SUPPORT

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OUR SOLUTIONS

POSITIVE BUSINESS NEWS

- Avoid the doom and gloom, hear from the businesses making positive steps and thriving
- Gain tips from best in class performers
- Hear from positive role models to empower and inspire you
- Gain live market intel and hear from leaders driving business continuity and agility

VERSATILE HIRING METHODS

- Can't go onsite but still hiring?
- Free offsite interview space
- Free video interviewing facilities
- Hear the best practices from hiring managers and candidates who are adapting and thriving in a difficult market

GUIDANCE ON BEST PRACTICE

- Remote working guidance
- · Interviewing video remote
- How to manage remote teams
- Tips on protecting your mental health
- How to onboard new starters virtually from day 1 with case studies

ETHICAL RECRUITMENT

- Freezing recruitment, pulling offers, and making redundancies is never easy
- Free, confidential advice from experience consultants who can empathise and educate you on best practices from tried and tested methods

Contact us for more information.

CONTACT

WE'RE HERE TO HELP YOU THRIVE

PHONE

0161 359 3280

EMAIL

steven.jagger@maxwellbond.co.uk

WEBSITE

www.maxwellbond.co.uk