

OPTIMIZING REMOTE HIRING & WORKFORCE MANAGEMENT

STRATEGIES TO MOVE BUSINESS FORWARD DURING DISRUPTION

In these unprecedented times, sustaining business operations is one of your top priorities. Many companies face dramatic challenges that demand swift, substantial solutions, including the necessity of shifting a portion of the employment process to a remote environment.

This guide offers best practices you can implement throughout the full lifecycle of hiring and managing your remote contingent workforce. It also offers recommendations on how Aerotek can support you.

BEST PRACTICES FOR MANAGING REMOTE TALENT

Hiring managers may worry about onboarding and managing remote talent, but many employers have made this transition successfully. Here are our best practices.



SOURCING, SCREENING & RECRUITMENT

Don't feel you have to tackle this time-intensive process yourself — let us leverage our years of expertise and handle it for you.

How Aerotek can help:

- › We can access our database of 33 million candidate profiles to find you great talent, fast
- › Tap into the evolving labor pool of recently displaced workers for additional and broader talent
- › Facilitate video interviews for you using our technology (WebEx and Microsoft Teams)
- › Help you determine the need for temporary changes to your drug and background requirements, when applicable
- › Process background checks, drug screening and educational/employment verifications
- › Use online tools to assess job fit and a candidate's ability to perform remote work
- › Accept electronic signatures for all required hiring documents

Need additional support in onboarding and managing contractors? Aerotek's [Managed Resources](#) offering can help you onboard and oversee your remote workforce.



HIRING & ONBOARDING

Communication is the key to remote onboarding, so stay in contact and follow these recommendations:

- › Provide a summary and timeline outlining the onboarding landscape and milestones
- › Ensure you have a documented process to assign and track all remote work equipment
- › Ship all materials to new employees or schedule a safe pickup method prior to their start date
- › Ensure employees obtain systems access and know how to request network or device support
- › Provide a virtual introduction to key team members
- › Have 1:1 supervisor and team touchpoints via an online meeting platform
- › Set up virtual job shadows and informal chats with other team members

How Aerotek can help:

- › Before your new hires start, their Aerotek recruiter will walk them through your culture and first-day expectations
- › After the start date, the recruiter will check in to answer questions and ensure a smooth entry into your business environment



TRAINING

Time to productivity and ongoing improvement depends on a commitment to training, so consider these steps to get started:

- › Activate a mentoring system with peers while you ramp up your virtual program
- › Set up tools for virtual training and test the technology in advance of launch
- › Utilize professional learning guidelines, making training as interactive as possible
 - Assemble trainees together in video calls to discuss what they're learning
- › Use chat/internal messaging tools to facilitate questions during sessions

How Aerotek can help:

- › Your Aerotek representative can make recommendations about the best online training tools



OFFBOARDING

Offboarding can be done remotely with minor changes:

- › If the employment or contract is ending, confirm an end date two weeks in advance if possible
- › Create and communicate a safe protocol to receive returned company assets
- › Ensure systems access is discontinued in a timely way
- › Conduct an exit interview to solicit feedback



PERFORMANCE MANAGEMENT

Supervising performance is especially crucial with a remote team. Here's how to ensure enhanced validation and communication:

- › Outline performance expectations, the evaluation period and feedback opportunities in advance
- › Share expectations on when and how employees should communicate with their teams
- › Determine processes to remotely supervise the work
- › Establish a consistent plan to monitor performance and provide virtual coaching
- › Document performance feedback and any performance opportunities

How Aerotek can help:

- › Whether you're managing remote or onsite staff, routine performance management is critical to helping your contract employees stay engaged with your work and improve their skills. Your Aerotek account manager will periodically touch base with you to collect and share performance feedback with the contract employee.

How Aerotek can help:

- › Let us handle exit interviews for you. If you have a large number of Aerotek contract employees, we can also provide an analysis of exit interview trends to help you understand how your workplace measures up with employees.
- › Aerotek can also assist you in retaining your contract employees. Because they know our mission is to provide them with a new assignment when they leave your job, they're more likely to stay through the entire contract.

PROACTIVE PLANNING PAYS OFF

Competition to attract qualified talent is heating up as more companies adjust to increasing financial pressure, so stay ahead of the curve by working with us to bring in the talent you need now. If you need support beyond what Aerotek's staffing capabilities provide, consider a workforce management solution like Aerotek Managed Resources to hand off hiring, onboarding and supervision of contract employees. Either way, by implementing remote work best practices, you'll continue to satisfy your business needs.

ABOUT AEROTEK Our people are everything. Over more than 35 years, Aerotek® Inc. has built a reputation for providing the highest-quality staffing, workforce management and services. As a partner to more than 300,000 contract employees and 20,000 clients every year, we use a people-focused approach to connect quality talent with exceptional opportunities. Headquartered in Hanover, Md., Aerotek operates a unified network of over 250 offices aligned under Engineering & Sciences, Professional, and Industrial business units to deliver specialized staffing and services.

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