

## Digital Transformation Checklist for High Volume Hiring



The working world is in the midst of a transition from analog to digital, and the hiring process is not exempt from these changes. As an increasing number of organizations offer remote work options, leaders must prepare to lead their teams through the learning curves.

Below, we've listed a few helpful tips to help guide workers through the hiring process for remote workers, from sourcing and onboarding to performance and ongoing training.

### Sourcing

Use the following tips to start sourcing remote workers.

- Automatic scheduling of virtual or in-person interviews
  - Sending important reminders to applicants by SMS or email
  - Keeping the candidate engaged through chatbots and knock-out questions
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### Onboarding

Onboarding remote workers should begin before they even start working. Here are a few ways to welcome new workers and acquaint them with the company, policies, their duties, and their colleagues.

*Before the start date:*

- Send new hires emails updates with company news and info about what to expect on their first day to excite them about their new role.

*A few months after hiring:*

- Send an automated pulse survey to gauge how they're adapting and where they may need assistance.
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### Communication, Collaboration, and Boundary Setting

Open communication and collaboration channels are crucial to team success, but remote work has made it more challenging to keep work duties at a distance once it's time to clock out. Here's how to stay connected while also respecting boundaries.

- Enable shared calendars so team members can see each others' schedules and know when a colleague is off the clock.
- On days off, set up an "out-of-office" message and communicate to team members that you won't be answering calls or messages as quickly, if at all.

## Microlearning: Learn from Anywhere

Forty-nine percent of remote workers say they're more likely to use online programs to learn. See below for a few ways to put this into practice.

- Build custom courses and interactive training sessions workers can complete at their leisure, from any device.
  - Use frequent assessment tools and pulse surveys to identify challenging aspects of remote work, based on worker feedback.
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## Performance

While you can't be looking over the shoulders of remote workers to make sure they're doing their jobs, here are a few methods to evaluate their performance from anywhere.

- Use people-management software for performance reviews and employee development.
  - Schedule periodic check-ins to help workers establish long-term goals and keep track of their career growth.
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## Rewards and Recognition

Some work events are harder to replicate virtually than others, but digital solutions enable companies to instill the same amount of ceremony when recognizing workers' performance.

- Use an online platform or group chat channel to allow workers to recognize and reward each other.
  - Gamify employee recognition so workers can rack up points to redeem rewards.
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## Employee Experience

Leave room to infuse a bit of fun into the remote workweek.

- Implement a virtual watercooler activity via chat with predetermined "get-to-know-you" questions to foster conversation.
- Schedule 1:1 virtual coffee breaks between workers who may not normally interact.

To read the full report, **Digital Transformation Guide for High Volume Hiring**, click [here](#).

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