Quick guide on how to hire when working remotely

Check the [how to hire when working remotely guide](https://vicgov-my.sharepoint.com/personal/jack_giles_vpsc_vic_gov_au/Documents/Integrity%20and%20Advisory/sdf) for full advice

# Top tips for your hiring process

## Be consistent and transparent

To comply with government standards, you must treat all candidates must go through the same process and be offered the same adjustments.

Keep in mind, your organisation’s policies still apply. This means you still need to balance your organisation’s policies with what is a reasonable or fair adjustment.

## Create a good hiring experience

As non-physical processes may be new and confronting for some candidates, show them empathy with this new way of hiring.

## Choose the right assessment options

Any option you choose must let you assess if they’re able to do the inherent requirements of the role. And you must assess in an objective and transparent way.

| Method | How to use this |
| --- | --- |
| Online interviews | Speak with the relevant team in your organisation to work out the best technology to use. |
| Phone interviews | If you don’t want to or can’t do an online interview, a phone interview is still good for candidates but is harder to assess. |
| Case studies | Give candidates a real-life situation to respond to. |
| Work samples | Ask candidates to send you a sample of their work. |
| Written exercises | Ask short-listed candidates to do a writing task. |
| Video responses | Ask candidates to record a video responding to a situation. |
| Reference checks | Ask to speak to more of your preferred candidate’s referees. |

# Make reasonable adjustments for candidates with disability

If the candidate has a [protected attribute](https://www.humanrightscommission.vic.gov.au/discrimination/exceptions-exemptions-and-special-measures/special-measures) under relevant equal opportunity legislation, you must adjust your process for them.

Explain each step of the recruitment process and make it clear you’ll offer reasonable adjustments to each candidate if they need them.

The best way to do this is to ask the candidate what they need to perform at   
their best throughout the selection process.

Understand a candidate with disability may find some assessment methods harder than others. For example, someone with neurodiversity opting out of   
online interviews.

Work with your candidates to make the process equitable and inclusive.

# Checklist

My process is consistent and transparent, treats all candidates in the same way and uses the same process.

I understand the new processes we’re using for physical distancing and have spoken with my HR team about what phone and videoconferencing options my organisation has available.

I’ve made sure the options we’re using assess a candidate’s suitability to fulfil the inherent requirements of the role and their growth potential (where applicable) in an objective and transparent way.

I’ve checked candidates and panel members are aware of how we’ll conduct assessments and are comfortable with any technology.

I’ve communicated with candidates the process may take longer than usual or be different than my organisation’s usual processes.

I’ve sent the candidates enough information about the role, team and department they’d be working in, at least a few days prior to an interview.

I’ve checked what [reasonable adjustments](#_Reasonable_adjustments) my candidates may need and offered the same adjustments to everyone if they need them.

I have provided candidates with as much information as possible and provided them the opportunity to ask any questions they may have.