

HOW TO HIRE IN THE TIMES OF CORONAVIRUS



With many of us adjusting to working from home due to the Coronavirus outbreak and day to day changes around the world, a number of our clients have asked us: **is now the right time to hire?**

Over the past two weeks, 88% of our clients have continued to move forward with their hiring for permanent roles. About 76% of our temporary staff have stayed on assignment, with many moving to remote working situations.

We have also seen a relatively normal flow of new searches coming in as nonprofits ramp up their fundraising and program teams or hire temporary staff for direct service roles and remote admin and database positions.

Just this week, one of our clients hired an Executive Director, as it was still a priority for them to hire a trusted leader to guide their organization, especially now.

Another client, motivated to grow their

fundraising team, hired two new development team members when originally, they were only planning to hire one.

So, while the stock market continues to fluctuate and news headlines continue to raise alarm, we are seeing nonprofits respond to this pandemic and continue to focus on what they do best: **supporting the communities they serve at the highest level.**

Many nonprofits are also taking advantage of the short-term change in the talent market, knowing that talented candidates are still seeking a new opportunity. As we continue to partner with nonprofits, we've been able to share and help them implement best hiring practices while working remotely.

Discover our new best practice list for you and your nonprofit on page two.

LIST OF NEW-FOUND BEST HIRING PRACTICES

Attraction: Keeping Your Social Media and Web Presence Active

1. **Let potential candidates** know you are still open and hiring by advertising through your social channels and website. Over-communication is more important than ever, not only in regards to how you are responding to current times but also in communicating what you have going on internally.
“... enthusiastically describe your workplace culture to desirable candidates...”
2. **Posting job announcements** to your website’s homepage as well as your Facebook, LinkedIn, and Instagram pages creates a great opportunity to apply directly to your openings. Your followers can also share it with their network, helping you reach a wider audience.
3. **Keep in mind** best practices still apply when it comes to job postings. It is always important to communicate your organization’s dedication to your mission and enthusiastically describe your workplace culture to desirable candidates. Clearly describe the responsibilities of the position as well as how this role will drive your mission forward.

AN ALL-NEW NORMAL

Video Interviewing and Hiring

1. **Define your interview process** before scheduling candidate interviews. Keep your process methodical and efficient. We typically recommend no more than 2-3 rounds of interviews for manager to Director-level roles and 1-2 interview rounds for entry-level/ support positions. It’s best practice to schedule any follow-up interviews within 2-5 business days of the initial interview with the candidate. Also, ask a candidate for three references up-front and request they provide 1-2 former managers. This will help you in efficiently keeping your process moving forward when you’re ready to extend an offer.
“Take action in advance... increase your chances of securing your top talent.”
2. **Here are the major things to consider:** How many rounds of interviews will you conduct? What is your target date to fill a position? How much more in salary can you offer to your dream candidate? If that candidate wants additional vacation time, are you in a position to offer them those 4 additional days? Answer these questions and take action in advance, and you increase your chances of acquiring and securing your top talent.
3. **In conducting video interviews,** familiarize yourself with your video software and make sure to test your equipment ahead of the interview. Additionally, be mindful of your backdrop and your attire (even if you decide to keep your slippers on, it’s a best practice to dress in the attire you normally would for an interview at the office).

Tip: If using Zoom video

1. **You can set up a waiting room** under “Schedule A Meeting.” Selecting this option will allow your candidate to see a display as they wait for you to start the call, rather than sending them directly into video. It’s best if you log in a few minutes ahead of schedule to get set up and situated (and some for your candidate!).
“Remain personable... help the candidate feel comfortable.”
2. **Treat video interviews** the way you would a normal, in-person interview: Work with your hiring team to develop a set list of interview questions to ask your candidates.
3. **Remain personable.** Video interviewing is new for many of us, so starting with some icebreaking questions is a good way to go. Remember, you still want to help the candidate feel comfortable. Don’t forget to smile and remain understanding if they miss part of your question or ask you to repeat something (and vice versa).
4. **Stick to an interview schedule**, just as you would in-person. This will help with the flow of the conversation and help everyone be mindful of one another’s time. Additionally, by having one Zoom (or Google Hangout) link for everyone to use (if multiple staff will be meeting with a candidate), will keep the process efficient.

VIRTUAL HR

Onboarding and Training

1. **Onboarding:** Put any on-boarding materials (organizational chart, benefits information, marketing materials, etc.) into a PowerPoint or Google doc so you can walk through these important documents with your new hire on day one. Our HR Manager is also a part of this process so any questions the new hire may have can be addressed.
 2. **Set expectations from day one:** This could include sharing work from home guidelines and policies as well as confirming their “office” hours. Also, walk your new employee through different ways of communicating within your organization, whether that is the phone, email, Zoom, Slack, etc., make sure they are aware of how to keep in touch.
 3. **Meet and greets:** Continue to take advantage of video conferencing by having your new employee meet with different team members throughout their first day (or week). Having team members reach out to help the new employee get acclimated and familiar with your organization is an essential part of any onboarding process, but especially when working remotely.
 4. **Virtual training:** Implement ways to train your new hire via video conference. Zoom offers a great opportunity to share screens, allowing you to walk new employees through step-by-step training on how to utilize your database, follow certain processes, and share project information.
 5. **Team building:** Since working from home, we’ve scheduled two team meetings a day (one in the morning, one at the end of the day). While we discuss the day and anything the team needs help with, we also discuss topics not related to work. This continues to help build camaraderie and understand what staff have going outside of work.
- So, is now is the right time to hire?** Our answer is yes (!). And while ultimately time will tell where we are in the upcoming weeks and months, until then it’s a great time to evaluate talent. 80% of candidates still feel they will be in a new job this year and many candidates are still looking. More than ever, candidates are available to interview, given many are in a work from home situation. They are still looking for that job they love and can bring the necessary skills and experience forward to fulfill your needs!
- Your mission is crucial. Your staff is vital. Need staff quickly?** [Request nonprofit talent now.](#)