

Virtual Team Recruitment Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Virtual Team Recruitment". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Virtual Team Recruitment

Hiring new team members for a virtual team requires a slightly different approach compared to the usual in person recruitment process. In this course, we will look at how to make a success of your recruitment process for new virtual team members. We will go through all stages of the process from advertising a vacancy, finding the right candidates for the role, conducting virtual interviews, and onboarding your new remote workers.

Learning Objectives – Virtual Team Recruitment

By the end of this course, you will understand the following:

- How and where to advertise a job role
- Who can help you with recruitment of new team members
- How to carry out successful online interviews
- What you can do to optimize the virtual onboarding process

Hiring the Right People

Write a Clear Job Advertisement

Advertise in the Right Places

Ask for Recommendations

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Conducting Virtual Interviews

Virtual Onboarding Process

Vary the Format

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Be Available and Check In

Lead with Your Values

Digital Documentation

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Journaling Activity – Virtual Onboarding Process

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. How well do you leverage your network for recruiting new virtual team members, and how could you make better use of your connections?
2. How will you adapt your recruitment strategy and process to best serve your virtual team recruitment needs?
3. What kind of challenges do you anticipate with conducting virtual interviews for your organization and how will you address them?
4. How can you adapt your onboarding process for the virtual context?