

Plan Plan for remote success	Source Make your jobs visible	Select Meet the right teachers	Prepare Prepare for Arrival	Onboard Onboard with Empathy	Develop Develop to Retain
<p>Identify a project lead who will set out the required steps in your process. The project lead must update all members of hiring team: clarity of process will not only align your team's efforts, but also provide applicants with reassurance that your school is in control. Communication, communication, communication!</p> <p>Identify, commit, and train hiring team members on the tools you will use in your remote recruitment;</p> <ul style="list-style-type: none"> -Time-Zone calculator, e.g. Worldtimebuddy.com -Scheduling tool to use, e.g. GCal, Outlook, iCal -Pre-interview skills assessment tool, e.g. Google forms, Survey Monkey -Video conference tool, e.g Skype, Hangouts, Zoom, Gotomeeting" <p>Once you select your video conference tool, test it out with panel members, setting expectations for conducting a remote interview, including dress code, interview etiquette and additional factors like wait time.</p> <p>Plan for the use of pre-interview assessments which allow you to identify a candidate's skill gaps. It is rare that a candidate will have everything you need, but identifying gaps supports the effective evaluation of candidate quality.</p> <p>If you plan to ask candidates to teach a remote lesson as your teachers are currently doing: -create the criteria for evaluation with your interview panel; -detail the success criteria for the candidate.</p> <p>Contingency plans for staff illness are essential, for example, if the recruitment lead is unwell, is the recruitment team aware of progress and next steps? Do they know who assumes certain roles?</p>	<p>Engage a reputable recruitment partner/s by using BSME's guidance: BSME Recruitment Partners At A Glance - Who offers What and How! and the BSME website: Membership>Partners>Find A Partner>Filter by Recruitment</p> <p>Social media is often supportive of making vacancies more visible; the professional nature of LinkedIn, in particular, lends itself. The use of specific Facebook groups is also effective in advertising roles.</p> <p>Agree an efficient timeline from marketing, through to applications and offers.</p> <p>Advertising roles ensures that the BSME Code of Conduct is upheld, protecting relationships between members, for example, where referral incentives are offered to employees for recommending candidates.</p>	<p>Use BSME's Safer Recruitment Workflow to ensure that candidates are safe to work with students.</p> <p>Hire for growth mindset. These are the teachers you can rely on during difficult times. However, transparency is essential; for example, ensure candidates' personal circumstance are suited to packages on offer and that their vision for education aligns with your school.</p> <p>Ensure the safety of candidates to work with students in advance of interviews by speaking with referees (3 referees rather than 2 is advisable). Background checks should be in place on every candidate prior to offer.</p> <p>At the start of the video-interview, agree the protocols with candidates to avoid overlapping of talk, or extended silent pauses. For example, "I will ask a question and then stop talking to make it clear that you are welcome to start your own response. And I will not interrupt you."</p> <p>Communicate outcomes promptly with the non-successful candidates who, especially in the present climate, need to be kept informed of the status of their application.</p>	<p>Consult the BSME guidance: Anticipating and Managing Candidate's Concerns in the Current Climate</p> <p>Pre-arrival preparation lessens the stresses of relocation. This should include verifying all identification and qualifications remotely; these will still be presented in their original form upon arrival.</p> <p>From the moment of job acceptance, assign a mentor to ensure that personal and professional questions can be addressed.</p> <p>Keep an open line of communication with the candidate, over and above that of a mentor. Candidate will have questions that HR may need to cover. This is the time when the new hire may need extra support.</p> <p>Connect your new staff to your school's social media pages to maintain interest and engagement.</p>	<p>Due to the uncertain nature of travel and therefore start dates, jointly create various models for new staff members' "relocation journey" with your academic and administrative teams. Identify where in the journey most support will be required. Communicate this openly and frequently with new staff.</p> <p>Induction learning programmes must be offered online and will need to be flexible to adapt to different scenarios. Provide learning opportunities about:</p> <ul style="list-style-type: none"> -curriculum platforms -communication tools, including culture-specific communication -school policies -school activities <p>If using a recruitment agency, they should also be in communication with the new employee to support and enhance the onboarding process.</p> <p>Connect new staff with mentors (living in same area/same team in school) to prevent isolation. If a new starter is arriving with family, ensure the onboarding is extended to include social activities and networking opportunities for the whole family, and connect with existing families working in the school.</p>	<p>Organisations that commit to professional development see lower staff turnover. Offer internal and external professional learning opportunities.</p> <p>Jointly create learning goals with your new staff and make them part of the performance review process.</p> <p>Utilise experienced staff members to mentor NQTs, which will develop leadership and coaching skills, making both employees feel valued.</p>