VIRTUAL RECRUITMENT RESOURCE GUIDE

Whether you are looking for virtual recruiting tools or resources for how to best support students remotely, this guide will provide you with step-by-step instructions, articles and tips to navigate this new world of campus recruiting and student/alumni development.

STILL RECRUITING? VIRTUAL IS THE NEW NORMAL

WSU students are still actively engaging in recruiting activities. Handshake offers a variety of virtual tools to maintain your campus brand and connect with our talented students and alumni.

Post your jobs, and internships

Here are step-by-step tutorials for how to post and share a job on Handshake.

Handshake "How to Post a Job" Article support.joinhandshake.com/hc/en-us/articles/360007626973
For our visual learners: youtube.com/watch?v=MEQCklUjA08

Tips and Things to Consider:

- **Set a reasonable application deadline.** Students look to see when a position is set to close. If this is a position you cyclically recruit for or have rolling enrollment, it is advised to still have a position posting up for 1-3 months. This promotes to the student that you are actively recruiting. It is easy to 'reset' your position at the close date and reopen it for another cycle.

- **Be specific with your candidate criterion.** Handshake provides a number of filters (major, grade, GPA), to help you find he best candidate. Only select the majors and grade levels you will actually consider. Selecting the "All Majors" category may seem appealing to cast a wide net, but it can actually limit your visibility with the talent populations you are most seeking.

- **Reach out to candidates and make them feel special.** In Handshake, you have the opportunity to message students/alumni and share your opportunities. Students appreciate when recruiters make the extra effort to connect. Here are some messaging best practices to follow.

Host virtual events and career conversations.

Here are step-by-step tutorials on how to request and set-up an event through Handshake.
https://support.joinhandshake.com/hc/en-us/articles/360045228793

Tips and Things to Consider:

Friendly reminder, select "virtual event" when making your request on Handshake.

- **Cast a wide net and invite multiple university partners to participate.** A great benefit to going virtual is you can be many places at one time. Maximize your time by hosting a virtual event with all of your partners. This allows the potential to connect with more candidates, and also provides students and alumni a unique opportunity to network with others outside of their natural communities.

- **Don't be afraid to be creative.** We are all navigating this new world together allowing us the opportunity to try new things. Consider a virtual alumni panel or "Meet the Expert" conversation. Contact us for more information: employer@wsu.edu

Conduct virtual interviews.

Here is a step-by-step tutorial on how to request an interview schedule through Handshake.

https://support.joinhandshake.com/hc/en-us/articles/360045688654-Hosting-Virtual-Interviews

Tips and things to Consider:

- **Be Flexible.** Consider providing multiple options for interview platforms (Microsoft Teams, Zoom) to be inclusive to the varying technologies to which students may be comfortable and have accessibility.

- **Over communicate.** Clearly outline the expectations and format of the interview on the front end. Provide the contingency plan for technology issues, including a personal contact number and email should you get disconnected.

ON-SITE TO ONLINE EXPERIENTIAL EDUCATION

We understand that you may be making the difficult decisions on whether to move virtual, postpone, or possibly rescind summer internships, co-ops and full-time hires. We know these decisions and the processes to do so are not easy. Below are some resources to aid in these necessary transitions.

Virtual internships, when properly delivered can be a rewarding experience for both the student and the employer. For companies and organizations that are considering hosting virtual internships for the summer of 2020, here are some suggestions:

- Allocate enough time before the start of the virtual internship to:
  — Select and test the right software for managing work
  — It is expected to use new software
  __ Develop a work plan for the intern, training materials, activities and tools that the intern will need to be successful in the role
  __ Clearly define expectations for both the intern and the supervisor/mentor. These need to be agreed upon before the start of the internship. Goals and expectations should be reinforced on a regular basis
- Intern will be able to manage the work effectively by themselves. The creation of a written work plan
- The materials, instructions and task descriptions need to be well prepared and available online

- Virtual internship experience. By doing this the intern will have the opportunity to interact with several individuals throughout the course of the experience. Team members need to be committed
- Deliver a well-balanced experience for your intern that includes the opportunity to:
  — Learn about your organization
  — Focus on professional development
  — Develop their overall ability to become a valuable team member in the future.

WE ARE IN THIS TOGETHER.

Both industry and higher eduction institutions are closely monitoring the economic and hiring trends rapidly evolving. We have found Candor's live hiring freeze and layoff tracker to be informative and helpful for our students.

Use Candor to monitor trends and report your current hiring situation

NEED TO CHAT?

Our team is here for you. Please don't hesitate to reach out to us at employer@wsu.edu with questions, concerns or for support as we navigate this new world together.