



Learning New Opportunities: Virtual Job Fair + Interviews

March 24, 2021

Workshop Sessions

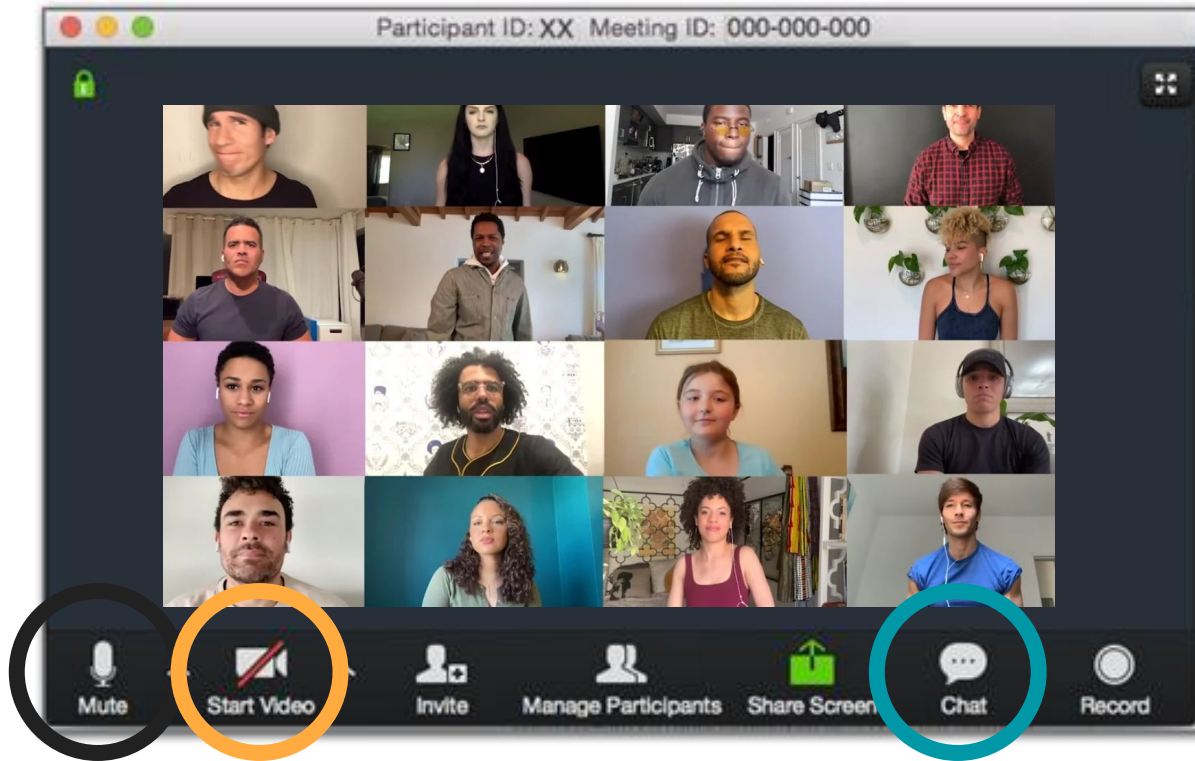
CHECK IN



In the chat:

Share where you're joining from and **one thing that made you smile today.**

Zoom Norms



- Keep yourself on mute unless you're speaking. We encourage you to share when you do have something to add!
- Keep your video on if that feature is enabled. We'd love to see you!
- Use the chat function to ask and answer questions.

Welcome!



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Framing Our Time Together

Pathway 1: Learning New Opportunities

Session 1: Virtual Job Fair Considerations and Planning and Leading Virtual Interviews

Session 2: Planning for the Future of Hiring

Pathway 2: Addressing Inequities - identifying barriers and solutions in the hiring process

Session 1: Addressing External Inequities in Hiring

Session 2: Addressing Internal Inequities in Hiring

Pathway 3: Talent Lifecycle - visualizing hiring within the bigger picture


Session 1: Introduction to EVP and a Checklist of How to Assess / Get Started

Session 2: Using Personas to Visualize the Life Experience of Talent from Hire to Retire

Purpose

As the process for attracting + recruiting candidates has undoubtedly shifted in the past year, let's consider **What's Left, What's Lost, and What's Possible** in our virtual hiring practices in moving forward.

How we will get there



Overview key considerations for planning + executive a virtual job fair

Identify opportunities, pitfalls, and best practices for virtual interviews

Key Considerations for Planning + Leading a Virtual Job Fair

Questions to keep top of mind



What's LEFT?

What's LOST?

What's POSSIBLE?

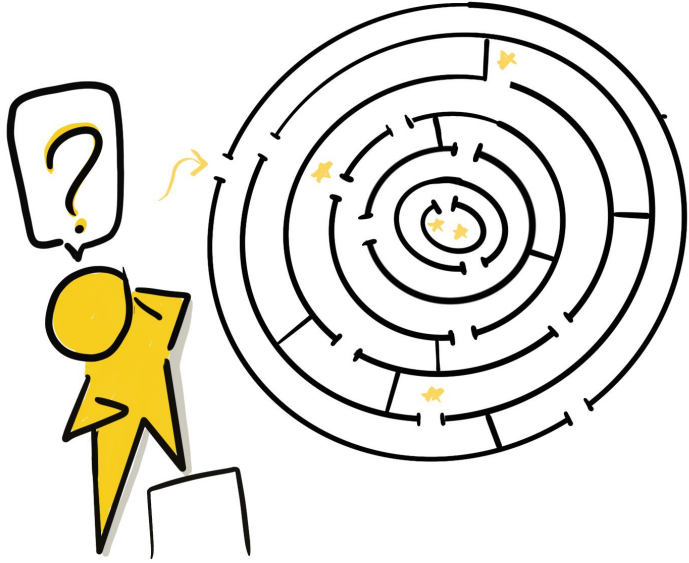
Our top 3 tips for planning + executing virtual job fairs

Anticipate
challenges and
provide proactive
+ reactive tech
support

Communicate
clearly, early, and
often

Focus on telling
the story of your
schools + district

Virtual Job Fair Planning Overview



Step 1: Determine the purpose of your event + set the date

Step 2/3: Create a project plan for your event

Step 2/3: Engage with stakeholders to execute project plan and publicize + promote your event

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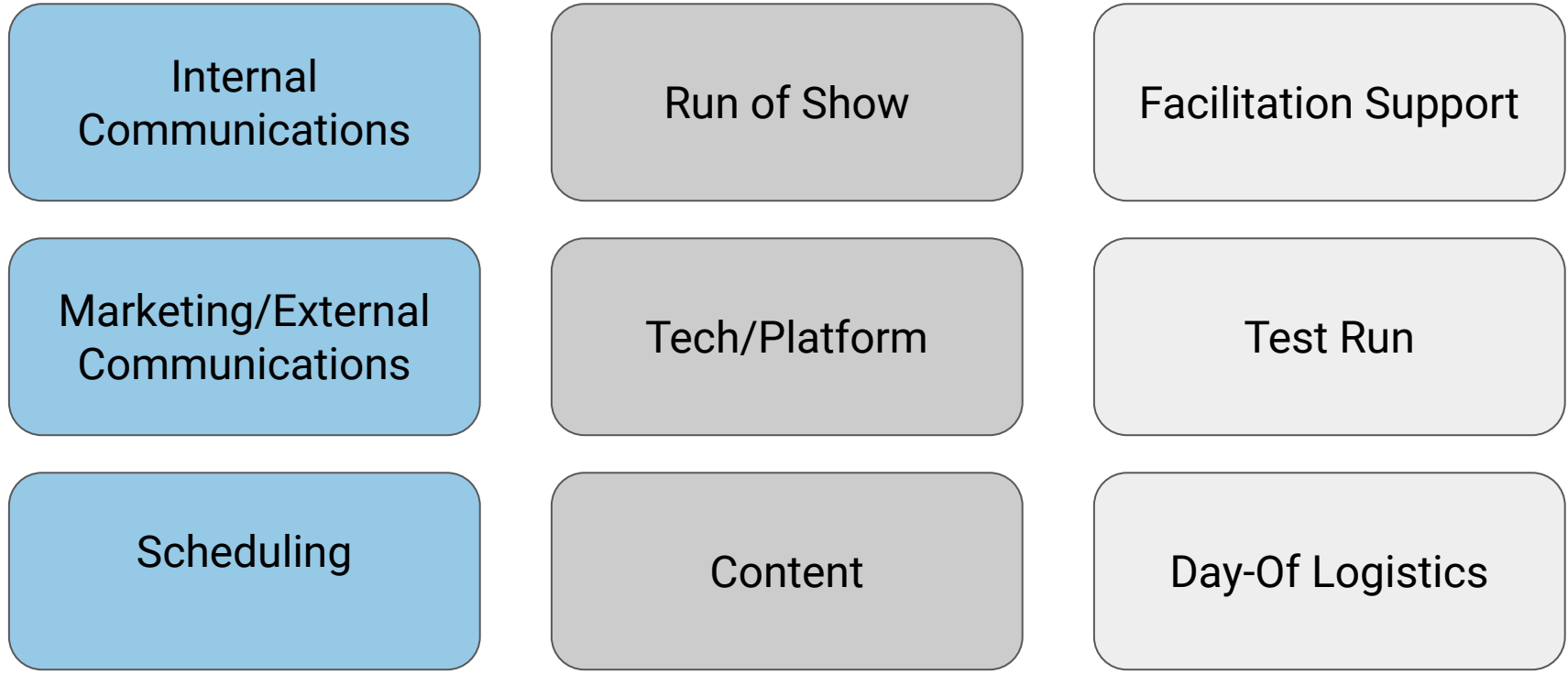
Virtual Hiring Event Types



	Informational	Recruitment	Hiring
Goal	Awareness - Give candidates an understanding of what it would be like to work at your organization	Consideration/Application - give broad range of candidates access to information about specific schools + learn more about individual candidates to determine if a good fit	Selection - Introduce a large pool of candidates to school teams and principals in an efficient manner.
Format	Typically whole-group with time to break into smaller groups Typically 1-4 hour session	Candidates enter a virtual lobby with booths for each school or campus . Candidates can get small group or individual time with school teams Typically half- or full-day event .	1:1 interviews with school leaders that range from 30 minutes to 2 hours; typically involves giving pre-assigned timeslots to candidates Typically span multiple days in a week due to scheduling and screening considerations
Tech	Technology like Zoom that allow for breakout rooms and ease of access	Platform that allows for multiple meeting types, modes of communication (text or video), and scheduling capabilities for small group or 1:1 meetings.	Technology like Zoom or another video platform that allow for waiting rooms .
Prep	Determine presenters and talking points/purpose for presenters	Preparation sessions to walk hiring managers through the system, how to engage with candidates, and answer questions	Pre-assigning candidates with school teams Preparation conversations with school leaders on use of time and technology.

Step 2/3: Create a project plan for your event

Project Plan “Buckets”



Big Rocks (Do First)

Virtual job fair project planning guiding questions

Internal Communications

What do people who will support this event need to know today? Next week? Day before the event?

Run of Show

What different events will be included? Group size? Run concurrently? Pre-register or join on the fly?

Facilitation Support

What supports do presenters need to succeed? How do we know all presenters are on track/prepared?

Marketing/External Communications

How can we get the word out now/ongoing + let people know how to join our event?

Tech/Platform

What tech/platform is needed to host this event?
What related planning/training is needed?

Test Run

How can we learn of the limitations/nuances of our tech/platform + pressure test our event plan?

Scheduling

What do we need to get on people's calendars now? Planning/prep meetings? Evening/weekend events?

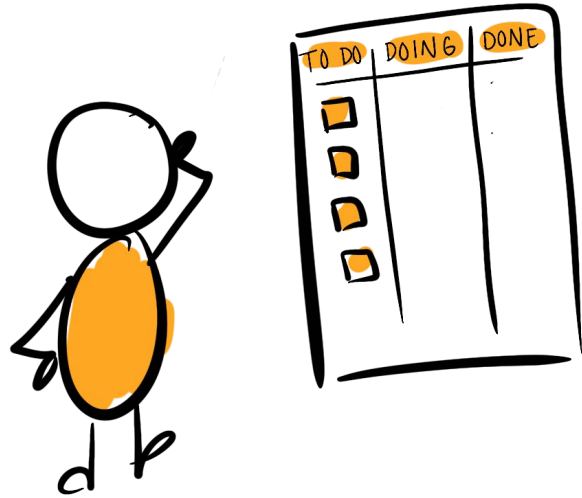
Content

What are the goals/resources needed to drive the content of each part of the run of show?

Day-Of Logistics

Who needs to be doing what, when, where, and how? Who is ready to provide reactive support?

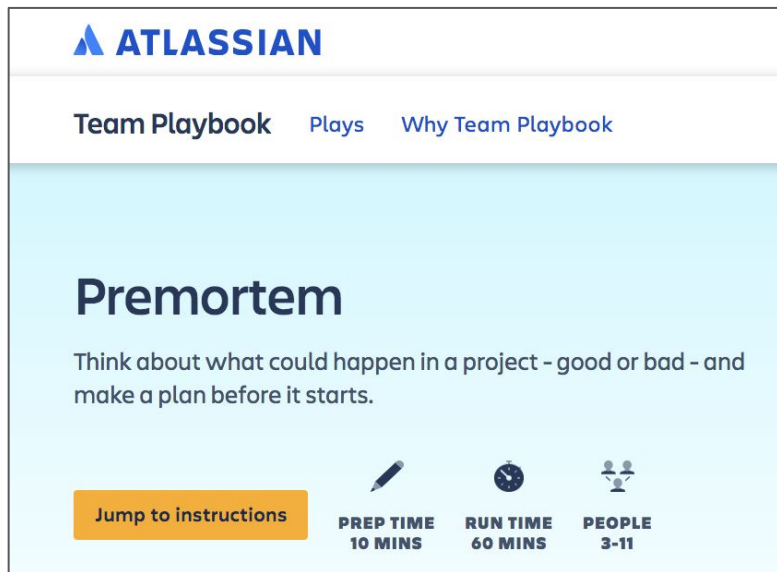
Step 2/3: Engage with stakeholders to execute project plan and publicize + promote your event



Key considerations:

- What planning should I **prioritize now** so that I can collaborate + delegate sooner rather than later?
- **Who do I need to involve** that is essential to making this event a success?
- How can I “**multitrack**” both the planning and the execution of the plan?
- How can we leverage virtual tools (i.e. social media, job boards) and current stakeholders to **get the word out**?

Anticipate challenges with your event



What could go wrong?

- Consider running a “Pre-Mortem” to think about all of the things that could happen
- Talk to others on your team + district that have led virtual events to understand lessons learned

Lessons learned from planning + leading virtual events

- Get a clear sense of the capabilities + limitations of your technology/platform to make sure the event/run of show you are planning is possible
- If using various links throughout the event (i.e. multiple zoom sessions), keep all links in a single, well organized spreadsheet so they can be easily located/shared
- Create a simple FAQ/"tech tips" document for presenters to support virtual facilitation and offer optional proactive tech support trainings
- Have an additional person to act as tech support in each session, and give them co-hosting capabilities
- Support attendees in understanding how they may go about their day if there are multiple sessions being offered concurrently
- Have a way to gather contact information to support follow up with attendees

Reflect + Share



What additional lessons learned or pro tips do you have for planning + leading virtual (hiring) events?

Add your thoughts to the chat.

BRAIN BREAK!



Opportunities, Challenges, and Best Practices of Virtual Interviews

Opportunities of Virtual Interviews

What's possible now that wasn't before?

- ① **Include new/different interviewers to provide diverse perspectives**
- ② **Reach a broader set of candidates in both marketing and interviewing**
- ③ **Decreased financial impact on districts and/or candidates**
- ④ **Greater flexibility in scheduling + meeting on neutral territory**
- ⑤ **Model district's and assess candidates digital capabilities**

Challenges of Virtual Interviews

What pitfalls and tensions should we be aware of?

- ① **Unexpected tech challenges (wifi issues, website crashes)**
- ② **Awkward communication (background noise, talking over each other)**
- ③ **Digital fluency can impact interviewer bias, interviewee performance**
- ④ **Interviewers need to norm on scoring/mitigate biases in new ways**
- ⑤ **Can feel difficult to connect + build rapport**

Best Practices of Virtual Interviews

How do we make this a meaningful + effective experience for all involved?

- 1 Share in advance how the day will be spent (time + tech)
- 2 Acknowledge and norm on virtual/digital constraints and practices
- 3 Assign clear roles for all participating interviewers
- 4 Normalize taking notes, think time, asking to repeat/clarify, etc.
- 5 Be personable! Greet them, include some “small talk”

Reflect + Share



What additional best practices can you share for leading virtual interviews?

Add your thoughts to the chat.

Resources from the field

Amazon's Support for Candidates



How to prepare for your virtual interview

Amazon is closely following the [Coronavirus Disease \(COVID-19\)](#) and implementing processes that promote candi abundance of caution, our default process for on-site interviews will now be held virtually via Amazon Chime.

Prior to your virtual interview:

- Review the Non-Disclosure Agreement (NDA) your recruiting contact sent to you, and reply with acknowledgment
- [Download Amazon Chime](#), our video conferencing tool. If you plan to present during your interview you will
- [Test Amazon Chime](#) to ensure it is working correctly on your device.
- Your recruiting contact will send an Amazon Chime meeting ID# prior to your interview.
- If a virtual interview via Amazon Chime is not fully accessible for you, please discuss with your recruiting con
- Explore our [interview page](#) to help you prepare for your virtual interview.

Indeed's Guide for Employers

Best Practices for Virtual Interviews

March 26, 2020

An in-person interview is usually the final step of the hiring process, but COVID-19 made many people wary of face-to-face meetings that aren't absolutely necessary. Conducting in-person interviews are not worth putting employees and candidates risk of contracting COVID-19. As a result, many employers are turning to virtual int to complete their hiring processes virtually. Conducting virtual interviews ensures y efforts don't suffer as a result of the coronavirus pandemic.

Quick Navigation

- [Why should you consider virtual interviews?](#)
- [Benefits of holding virtual interviews over in-person interviews](#)
- [How to prepare for a virtual interview](#)
- [How to conduct a virtual interview](#)

Ed Elements Blog



By: [Arnoldo A. Gutierrez](#) & [Daniel Johnson](#) on June 9th, 2020

[Print/Save as PDF](#)

Virtual Recruitment Through COVID-19 and Beyond

[TEACHING](#) | [TEACHER NETWORK](#) | [BLOG](#)

The worldwide response to COVID-19 is creating unforeseen challenges and virtual changes for every aspect of our education system. Long-standing pillars such as curriculum and instruction, operations, and accountability, among others, are all being tested under the weight of the pandemic response.

Not only is the crisis exposing cracks in traditionally stable foundations, but the effects are also increasing pressure on already vulnerable components. One critical area facing immediate challenges is districts' and schools' abilities to recruit for an already understaffed workforce. Social-distancing, an endless list of competing operational contingencies, and an unknown timeline for a 'return to normal' all create new obstacles for human resources, and ultimately, our collective goal to better serve our students.

In particular, the current context poses new challenges and opportunities to the ways in which we staff our classrooms. Fewer opportunities for in-person recruitment may shrink an already depleted candidate pool, shifts from in-person to virtual interactions may change the way we assess candidates, and new demands on access or resources may introduce new biases and/or obstacles to efforts to develop diverse candidate pools.

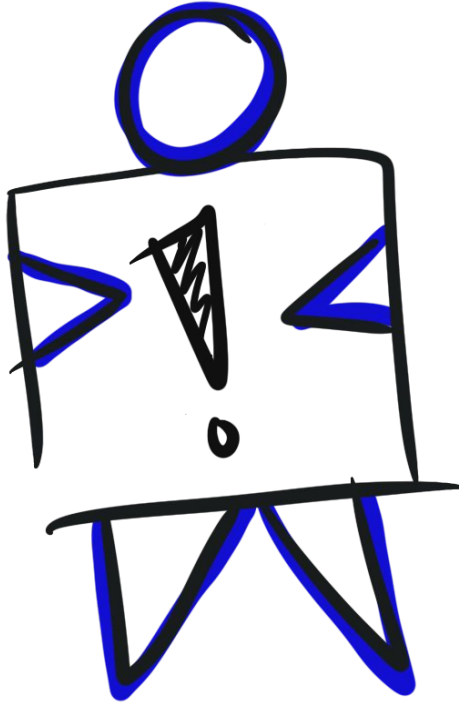
In order to help flatten the potential recruitment dip, schools and districts should review their candidate journey map to determine impact and adjustments in a shift to virtual recruitment. What is the current state of your virtual engagement? What in-person structures can be adapted and which no longer work? How will the 'new normal' and our immediate shift to virtual instruction affect the skills we assess and develop? And while we recognize that this is an ever-changing situation, we offer the following suggestions as you consider each step along your candidate's roadmap.

Time for a Quick Break!



- **What's Next? Session 2**
Stay put for workshop session 2 - *Planning for the Future of Hiring*
- **Before we begin, take a break!**
The next session will begin at 12:50 feel free to turn off video and take care of your needs until then!

CHECK OUT



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