

OPTIMIZING YOUR REMOTE WORKFORCE

STRATEGIES TO MOVE BUSINESS FORWARD DURING DISRUPTION

In these unprecedented times, sustaining business operations is one of your top priorities. Many companies are facing dramatic challenges that demand swift, substantial solutions, including the necessity of shifting the entire employment process to a remote environment.

To help streamline that transition and best support your business, Aerotek offers recommendations you can tailor to maintain your business objectives in a remote environment.



SOURCING, SCREENING & HIRING

Leveraging years of experience in remote recruiting operations and a database of 33 million candidate profiles, Aerotek is quickly tapping into the evolving labor pool of recently displaced talent and can support you in the following ways:

- › Using our technology, we can facilitate or coordinate video interviews for you
- › A dedicated background screening team solely focused on processing background checks, drug screening and educational/employment verifications to meet the specific requirements of your business and/or industry
- › When applicable, we can partner with you to determine the need for any temporary changes to your drug and background requirements
- › Electronic signatures for all required hiring documents
- › Online assessment tools to determine job fit and understand a candidate's ability to perform work in a remote environment



ONBOARDING

Communication is the key to remote onboarding. People hired now understand new processes are in place, but to help ensure your new hires have a positive experience from the start, stay in contact and follow best practices:

- › Provide a summary and timeline outlining the onboarding landscape and milestones
- › Ensure you have a documented process to assign and track all remote work equipment
- › Ship all materials to new employees or schedule a safe pickup method prior to their start date
- › Ensure new employees obtain systems access and understand how to request network or device support
- › Provide a virtual introduction and welcome to key team members
- › Have 1:1 supervisor and team touchpoints via an online meeting platform such as Webex or Microsoft Teams
- › Set up virtual job shadows with other team members
- › Schedule virtual coffees or lunches with office partners



TRAINING

Ongoing improvement depends on a commitment to training, so take these steps now to get started:

- › Activate a mentoring system with peers to sustain the training momentum while you ramp up your virtual program
- › Set up the tools for virtual training
 - Your Aerotek rep can make recommendations on the best online tools
 - Make sure to test the technology in advance of launch
- › Utilize professional learning guidelines
 - Make training as interactive as possible, using different methods and mediums
 - Assemble trainees together in video calls to discuss what they're learning
- › Use chat/internal messaging tools to facilitate questions during sessions



OFFBOARDING

Offboarding can be done remotely with minor changes. However, make sure you document the new process now so you're prepared:

- › If the employment or contract is ending, provide an end date in advance if possible
- › Create and communicate a safe protocol to receive returned company assets
- › Ensure systems access is discontinued in a timely way
- › Conduct an exit interview to solicit feedback



PERFORMANCE MANAGEMENT

Supervising performance is especially crucial with a remote team. Outline performance expectations, the applicable evaluation period and feedback opportunities in advance. Ensure enhanced validation and communication:

- › Determine if performance metrics need to be adjusted
- › Send laminated dashboards employees can post at their work area and update with their performance — a good reminder to try to meet metrics
- › Share expectations on when and how employees should communicate with their teams
- › Determine processes to remotely supervise the work:
 - Establish a consistent plan to monitor performance and provide virtual coaching
 - Document performance feedback and any performance opportunities
 - Talk with your Aerotek representative about how contract employees are performing against expectations

PROACTIVE PLANNING PAYS OFF

Competition to attract qualified talent is heating up as more companies adjust to the increasing financial impact, so stay ahead of the curve by bringing in the talent you need now. By implementing remote work requirements, you'll satisfy current business needs while at the same time creating efficiencies that deliver long-term returns for work that can continue to be done remotely in the future.

ABOUT AEROTEK Our people are everything. Over more than 35 years, Aerotek® Inc. has built a reputation for providing the highest-quality staffing, workforce management and services. As a partner to more than 300,000 contract employees and 20,000 clients every year, we use a people-focused approach to connect quality talent with exceptional opportunities. Headquartered in Hanover, Md., Aerotek operates a unified network of over 250 offices aligned under Engineering & Sciences, Professional, and Industrial business units to deliver specialized staffing and services.

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