



Remote HR and Recruitment Action Items

Virtual Recruitment

Action Item: Develop Job Postings

- **Deliverable:** Create and publish job advertisements across selected online platforms (e.g., LinkedIn, Indeed).

Action Item: Implement Resume Screening

- **Deliverable:** Use screening tools to review and shortlist resumes based on job criteria.

Action Item: Schedule and Conduct Remote Interviews

- **Deliverable:** Arrange and conduct video interviews with shortlisted candidates, providing interview summaries.

Employee Onboarding

Action Item: Prepare Virtual Onboarding Program

- **Deliverable:** Develop and deliver a comprehensive virtual onboarding program, including orientation sessions and training materials.

Action Item: Manage Digital Document Completion

- **Deliverable:** Set up a secure online system for new hires to complete and submit required onboarding documents.

Action Item: Coordinate Initial Online Training

- **Deliverable:** Organize and provide initial training sessions and resources for new employees.



HR Administration

Action Item: Update Employee Records

- **Deliverable:** Maintain and update digital employee records and HR databases with accurate information.

Action Item: Administer Employee Benefits

- **Deliverable:** Manage employee benefits administration tasks, including enrollment, claims processing, and handling queries.

Action Item: Oversee Performance Management

- **Deliverable:** Implement and monitor performance management processes, including evaluations and goal setting.

Reporting and Evaluation

Action Item: Generate Recruitment Metrics Report

- **Deliverable:** Create a detailed report on recruitment metrics, including time-to-fill, quality of hires, and candidate feedback.

Action Item: Assess Onboarding Effectiveness

- **Deliverable:** Evaluate the effectiveness of the onboarding process through feedback surveys and performance metrics.

Action Item: Review HR Administration Performance

- **Deliverable:** Compile and review reports on HR administration activities, including benefits management and employee records.

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