Assessing and selecting candidates using digital technologies

With online technologies and the need to accommodate remote applicants or hiring managers, learn how to use online tools for each stage.

# Shortlisting

* Use online collaboration platforms such as, Microsoft Teams and Zoom for shortlisting consensus meetings where you can share your screen so all assessors look at information together.

# Screening

If you have a large field of applicants or want to limit the number of interviews, insert a screening step to gather additional information about initially qualified applicants, for example:

* online cognitive, personality and/or skills based assessments
* one-way recorded video interviews
* telephone interviews.

Assessors can view results online for decision making. Any cognitive, personality and/or skill assessment reports can be given to candidates as a part of the feedback process.

# Interviewing

Use online collaboration platforms, including the waiting room or virtual lobby feature, so candidates can log in early without compromising confidentiality.