

# Group tasks for online recruitment

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# Online group task

- Candidates notified with interview invite that there will be a group task using Teams
- Scheduled early in day, prior to their individual interview
- Brief emailed 10 mins before the start of the task, so they have time to read and consider their approach and then 40 mins for the task
- Three assessors who are not part of the interview panel facilitate, observe and assess candidates on
  - Communication skills
  - Initiative and drive
  - Working as part of a team
- Assessors feedback to interview panel after the individual interviews

## Top tips for a successful group task

- Four to six candidates is the optimum number
- Wait for all candidates to arrive in the virtual lobby before admitting them into the room
- Welcome all candidates by name and assessors have their cameras on to start, so candidates have a personal welcome
- Leave time to check for technical issues before starting
- Give candidates regular reminders of amount of time left
- A separate group Skype chat or similar for assessors can be helpful

# Anonymous Shortlisting

- Trialing a methodology where candidate's personal information and CV are not viewed by panel prior to shortlisting
- Candidates apply by answering six competency-based questions, directly related to the job specification
- Word limits for each questions to guide candidates, but also ensure manageable for panel to read and score
- Some work for panel upfront in creating questions that encourage candidates to provide evidence of their suitability, but also in considering what a satisfactory, good or excellent answer for each might include

## Other

- Individual pre-task prior to interview (equal weighting to the group task)
- Have an appointed person to welcome candidates prior to their interview, test their sound/audio and put them at ease
- Replace tour with an optional online lunchtime meet and greet with peers already in the role (non assessed and panel not invited)
- [YouTube Minecraft tour](#) of library building included in candidate pack