

How to guide for online events

Considerations for online interviews and assessment centres, teaching, and meetings

- » Choose an online provider and ensure you have the permissions to use this within your organisation
- » Learn the features of your chosen provider and consider which ones you might need to use – e.g. breakout rooms, document sharing, or polling
- » Remind the attendees that it is recommended that everyone mutes their microphone when not talking
- » Plan off camera time to ensure individuals do not suffer from “Zoom fatigue”
- » Allow for breaks – whether this is a formal lunch break, or a short 1-2 minute break allowing them to take a breath, have a drink, and prepare for the next portion of the day
- » If planning an interview or assessment centre then building in time where the assessors have chance to catch up on their notes is desirable
- » If sharing documents consider if the font size or colour can be changed by the receiver for example to support those with neuro-diverse conditions
- » Practice beforehand – whether you’re familiar with the software or not, it is worth setting up a mock session with peers to practice assigning breakout rooms, setting up voting buttons, and readmitting attendees who leave the call – this will help you be prepared for eventualities which can occur during a real life event

When inviting the attendees to your event consider the following:

- » Tell them the platform which is going to be used – ask them to test their software, download the app, and test their equipment
- » Explain the format of the event – e.g. will they be required to have their microphone and camera working? Are they expected to have access to software such as Microsoft Office or search engines
- » If planning an interview or assessment centre consider previously used tasks from face to face assessments – can these be adapted to a virtual format?
- » Be wary of how difficult it may be for the attendee to use the content you provide them when at home – they may not have a large desk and multiple screens
- » What key information do the attendees need to know
 - » Should they turn up early or on time
 - » What should they wear
 - » How long will the day last
 - » Will they need any equipment – pen and paper, calculator etc.
 - » What are the “rules” around having a drink or taking a toilet break
 - » If/when they should mute themselves on the call
 - » Not to worry if the postman comes and causes their dogs to bark!

At the start of an event remember to complete the following:

- » Introductions
- » Outline Plan B – what happens if someone loses connection – how can they re-join? Consider alternative options e.g. dial in details so someone can join via telephone until the problem is fixed