Spark Hire - Introduction

- ## What is Spark Hire?
    - Spark Hire is a web-based one-way video interview tool, provided by the Office of Human Resources.
    - Candidates receive a link and can record their response to several interview questions on a laptop, smart phone, or tablet.
    - Once complete, the hiring manager or search team will receive a link to view all completed interviews.

- ## When in the hiring process should I use Spark Hire?
    - To replace the traditional initial phone screen/interview.

Spark Hire - Introduction

- Why use Spark Hire?
  - Screen a large pool of routed candidates on a tight timeline
  - Reduce administrative time spent trying to schedule a large search team and/or candidates, and completing phone screens
  - Give candidates more flexibility in when (e.g. time of day) and how they respond to questions

Spark Hire - Setting Up Spark Hire

- Complete the [Spark Hire Request Form](#) and have the following information ready:
    - Job Opening ID #
    - <u>Final list</u> of candidates to invite in a spreadsheet, with two columns containing name and email addresses
    - Interview questions in a Word doc
        - Recommended 3-5, limit is 10
    - Job description in a Word doc
    - Response time length and retakes
    - Preferred candidate invitation date (no sooner than 3 days from form submission date)
    - Optional: If recording Intro or Outro videos, have files ready in a mov or mp4 format

Spark Hire - Interview Questions Best Practices

- Use behavior-based and open-ended interview questions to learn more about the candidate.
  - Examples:
    - "Tell me about a time you lacked the skills or knowledge to complete an assignment. What did you do?"
- Limit technical questions or specific skill questions related to the job for the next round of interviews.
- Work with [local HR and/or Talent Acquisition](#) to develop good questions for the competencies that the position requires.

Spark Hire - Accommodations

- Accommodations are available if candidates do not have access to reliable internet or to an appropriate recording device:
  - University Libraries offers reservable space in 1:Button Studio for recording, accessible to faculty, staff, and students
    - Departments must reserve space on behalf of the candidates unless the individual is a current staff member or student
  - Use Special Captioning for Introduction and Closing Videos (You Tube or Disability Resource Center service) and work with DRC to request an ASL Interpreter when needed
- Contact Talent Acquisition with additional questions

Spark Hire - Implicit Bias

- Have all search team members complete [implicit bias training](#)
- Work with [local HR or assigned contact in Talent Acquisition](#), as well as the search team, to develop a [candidate rubric](#)
  - Use measurable competencies with clear, objective, and agreed-upon criteria for meeting or not meeting them
  - Understand how different biases show up in these conversations, such as:
    - Confirmation Bias: Favoring information that reinforces personal beliefs
    - Authority bias: Valuing an authority figure's opinion over others (e.g., senior leader input changes group discussion)
- Be aware of [how non-verbal cues can impact the assessment of a candidate](#) and may not be valid
  - Understand how different biases show up in these assessments, such as:
    - Affinity Bias: Favoring someone of the same educational background, gender and race
    - Anchoring: Relying heavily on a specific piece of information, such as a first impression

Spark Hire - Next Steps

- After submitting the request, contact all invited candidates to notify them that they will be receiving an interview invitation from Spark Hire:
  - Let candidates know what to expect, what accommodations are available, and how to request them
  - A template will be sent to the requester 1 day after the form is submitted, or use the template here
- Contact Talent Acquisition with any additional questions