Roadmap to virtual productivity:

How to plan, hire, and develop talent remotely.
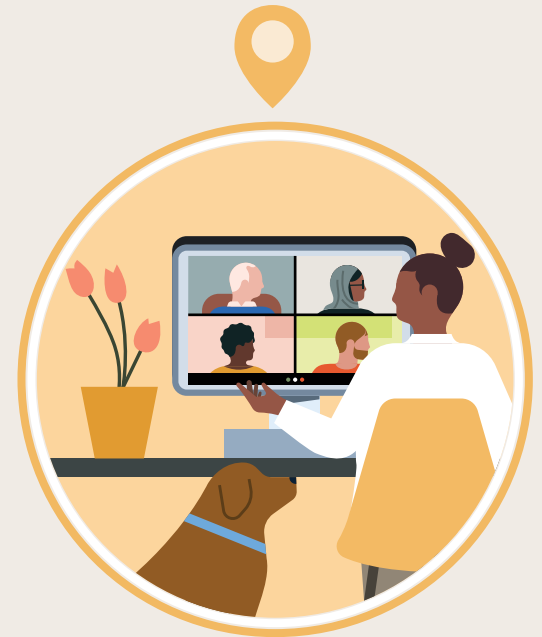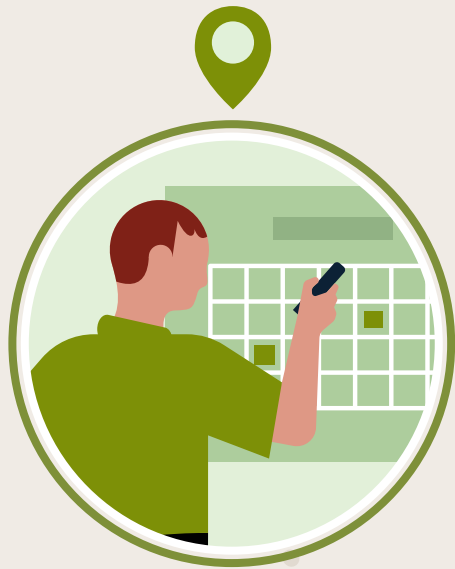
Table of contents

Linked in Talent Solutions

Tools to empower your remote teams.

A strong digital strategy that covers the entire talent journey — from workforce planning to onboarding and developing new hires — will help improve the productivity of your dispersed employees.

Productivity starts with proactivity. Even if you're not ready to go remote, familiarizing yourself with virtual tools now will save you time later.

Discover how to build a roadmap and identify the tools your teams need to stay productive.

70%
of global professionals work remotely at least once a week.

CNBC report on remote work.

Establish your infrastructure.

A vital component of virtual productivity is having proper infrastructure in place to keep teams aligned — providing access to all the information they need to be successful.

📍 **Collaborate with stakeholders.**
Keep everyone on the same page with virtual tools like Microsoft Teams, Skype, and Box.

📍 **Adopt project management tools.**
Use software like Trello, Basecamp, or Asana to ensure projects flow smoothly.

📍 **Switch to a cloud-based applicant tracking system (ATS).**
Give your team access to information from anywhere with a cloud-based ATS like **LinkedIn Talent Hub**.

93%

of professionals believe that their workplace would be improved through greater use of technology.

Aruba Networks "Digital Workplace" study.
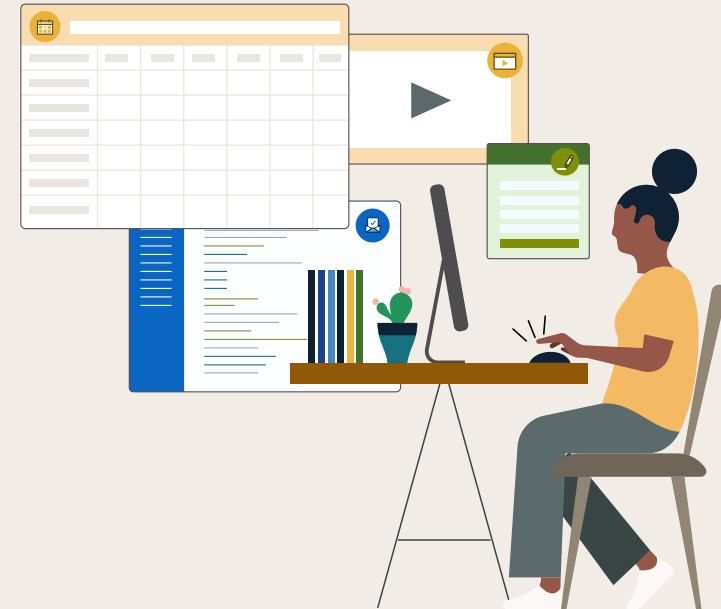
Develop your workforce plan.

Data drives well-informed talent decisions. Modern workforce planning solutions will help you gather and analyze data with your dispersed teams.

📍 **Align around your core values.**
The candidates you review, regardless of position, should exhibit core qualities that resonate with company values (e.g. diversity, integrity).

📍 **Analyze your workforce data.**
A good place to start with data management is the **IMPACT framework** (**I**dentify, **M**easure, **P**lan, **A**nalyze, **C**ommunicate, **T**rack).

Understand your talent pools.
📍 Use **LinkedIn Talent Insights** to assess the areas where talent is plentiful. And see how your company stacks up against industry averages for diversity.

58%

of talent professionals say their companies currently use people analytics for strategic workforce planning.

LinkedIn Talent Solutions, Global Talent Trends 2020.

Cultivate a strong employer brand.

Today, candidates learn about your company online. Investing in digital solutions will allow your team to efficiently create and maintain a compelling online presence.

📍 **Identify your top digital channels.**
Focus on social media platforms that are used most often by your industry or potential candidates.

📍 **Showcase compelling content.**
Create an authentic snapshot of your company by sharing videos, photos, and employee testimonials on your **LinkedIn Career Page.**

📍 **Explore scheduling tools.**
Manage your social media presence using tools like Buffer or Hootsuite to schedule posts in advance (rather than on an ad hoc basis).

80%

of talent leaders agree employer branding has a significant impact on their ability to hire great talent.

LinkedIn Talent Solutions, Global Talent Trends 2017.

Identify the right talent.

Virtual solutions can help streamline your hiring process and improve the quality and diversity of your applicant pool.

📍 **Embrace digital resources.**
Save time with **job description templates**. And run your posts through tools like Gender Decoder or Textio to identify language that could limit candidate diversity.

📍 **Invest in online jobs.**
LinkedIn Job Slots can help you efficiently post multiple roles throughout the year while promoting your openings to the right candidates.

📍 **Search based on your ideal candidate.**
Use **LinkedIn Recruiter** to search a specific person with the skills and background you're looking for. You'll instantly see a list of matching candidates.

68%

of recruiting professionals say that the best way to improve recruiting performance over the next five years is by investing in new recruiting technology.

LinkedIn Talent Solutions, The Future of Recruiting Report.

Engage candidates efficiently.

Get the attention of candidates faster, and connect with them sooner, using solutions to enhance your productivity.

📍 **Use alerts to identify the ideal moment to reach out.**
Get notified in **LinkedIn Recruiter** if a candidate you've previously considered indicates they're "open to new opportunities."

📍 **Engage candidates quickly using outreach templates.**
Templates make it easy to personalize and send **InMails**. And the data you collect over time will help you boost response rates.
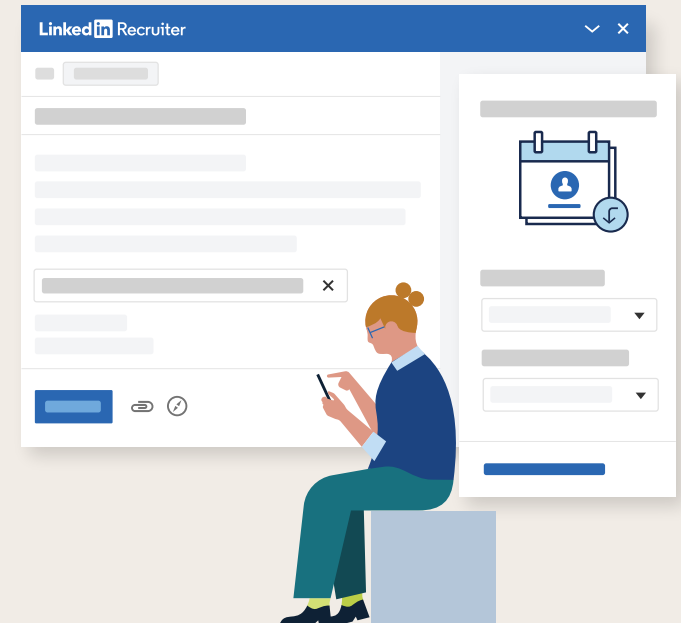
📍 **Adopt time-saving digital solutions.**
Use tools like Grammarly or Ginger to automatically check spelling and grammar. And schedule online interviews more efficiently with **LinkedIn Scheduler.**

56%

of candidates are more likely to respond to outreach if it comes from a hiring manager.

LinkedIn Talent Solutions,
Inside the Mind of Today's Candidate.

Streamline your interview process.

Virtual interviews offer convenience and cost savings. So it's worth the time to set up your interviewers and interviewees for success.

📍 **Get comfortable with the technology.**
Prevent "day-of" delays by offering to test and explain your video platform to candidates before the interview.

📍 **Optimize everyone's time.**
Look at historical data to determine your optimal interview process. For example, having too many interviews on a single day could be counterproductive.

📍 **Stay connected after the interview.**
Keep track of candidates in your funnel. **LinkedIn Pipeline Builder** can help you quickly reconnect with candidates when the time is right.

53%

of talent professionals agree video interviewing will have a meaningful impact over the next five years.

LinkedIn Talent Solutions, The Future of Recruiting Report.

Onboard new hires from anywhere.

A virtual onboarding plan should have the flexibility to work properly, even if the necessary team member is unavailable on your new hire's start date.

Create an onboarding checklist.
Use tools like Any.do, Todoist, or our **45-day virtual onboarding checklist** to keep your team on track.

Ensure systems are accessible remotely.
Work with your IT department to ensure your company systems and tools can be accessed remotely. Set this up well in advance to avoid onboarding delays.

Find the right communication tools.
Identify the primary tools used by your teams, and stick with them. Too many channels can cause confusion.

50%

greater new-hire productivity was experienced by organizations with a standard onboarding process.

SHRM "Importance of Good Onboarding."

Encourage learning for everyone.

Replace in-person methods of employee training and development with online learning programs that offer greater convenience.

Provide relevant courses.
Create training and resources around critical remote-working skills, such as time management.

Invest in scalable learning solutions.
Online solutions like **LinkedIn Learning** allow you to build tailored learning paths for your employees.

Set learning milestones.
Encourage your employees to set aspirational learning goals that can work with their schedule. Find ways to help your people prioritize training and development.

#1

The top reason employees stay in a role is opportunities for challenge or improvement.

LinkedIn Talent Solutions, Inside the Mind of Today's Candidate.

Keep track of your dispersed workforce.

Expand your process of gathering feedback to ensure your remote employees are engaged, productive, and satisfied.

Stay close to remote employees.
Schedule recurring one-on-one meetings. And use video during your check-in calls to build stronger bonds.

Roll out company-wide surveys.
Send online surveys regularly to stay close to your workforce. Platforms like **Glint** can also help you monitor and improve employee engagement.

Focus on ongoing issues.
Listen closely to identify any recurring challenges your remote employees are facing — such as communication issues or loneliness.

42%

of remote workers are more productive when they can work uninterrupted for long periods.

Wundamail "Crisis Report 2020" report.

Productivity starts with proactivity.

Remote work is growing more common each year. To stay ahead of the curve, it's vital to have the right tools and a solid virtual productivity strategy.

So take the time to explore the available solutions. Even if you don't plan to offer remote work options right away, you'll be ready when the time is right.

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LinkedIn Recruiter

LinkedIn Scheduler

Post
Post jobs to reach candidates you won't find anywhere else.

LinkedIn Jobs

Learn more about LinkedIn Jobs

Attract
Showcase your company culture and spotlight jobs with targeted ads.

Career Pages

Recruitment Ads

Pipeline Builder