

Audit Scotland offer a fantastic training scheme to school leavers which allows the opportunity to 'earn and learn'. Each year one or two school leavers join the trainee programme alongside graduates. This trainee programme lasts 5 years and the trainees study with ICAS to become a Chartered Accountant

Here Audit Scotland share how they have overcome the challenges of recruiting within the Covid-19 pandemic and share their top tips for virtual interview success.



It became evident when attending the Jobs Roadshow this year that the Coronavirus outbreak was serious, and would likely impact this year's planned recruitment.



THE USUAL PROCESS...

The programme is usually advertised online from January with interviews taking place in April. Audit Scotland also work closely with DYW Edinburgh, Midlothian & East to attend the DYW Jobs Roadshow each year, which provides them with the opportunity to engage with school leavers in the local area.

The usual process involves inviting around 8 candidates into the Glasgow or Edinburgh offices for a short interview with a recruitment panel in which they would also be asked to deliver a short presentation.

Graduate Assessment Centre days were held the week before Audit Scotland's offices shut due to the pandemic. With only a short delay Audit Scotland were able to go ahead with school-leaver recruitment by moving to a virtual delivery.

Interviews, complete with presentations, successfully took place for 9 candidates during the week of 27th April over Skype.

AUDIT SCOTLAND SUCCESSFULLY RECRUITED TWO SCHOOL LEAVERS WHO WILL JOIN THEM LATER IN THE YEAR. BOTH COMMENTED POSITIVELY ON THE EXPERIENCE:

"Knowing what the interview would be based around was extremely beneficial as I could prepare notes and the interview itself was easy to understand and I knew if I didn't understand anything I could just ask also talking to members of the interview panel before hand made me less nervous during it."

"I thought it worked well as everyone on the interview panel was easy to talk to and it was a simple way to carry out the interview under the current circumstances."



AUDIT SCOTLAND PLAN TO EMBRACE VIRTUAL RECRUITMENT FOR A VARIETY OF RECRUITMENT CAMPAIGNS IN THE FUTURE AND ARE HAPPY TO SHARE SOME OF THEIR LEARNINGS AND TIPS FOR SUCCESSFUL VIRTUAL RECRUITMENT.

TOP TIPS & LEARNING FOR VIRTUAL RECRUITMENT



ACCESS TO TECHNOLOGY

It is important to check the technology you have access to before the process begins as you may need access to more than one device. For example, a panelist may have to use their mobile phone for the video call, a laptop to view the candidate's CV and a tablet for notes. Alternatively, a panelist with a printer would be in a different position.

VIRTUAL MEETING FATIGUE IS REAL

This will apply to both the candidate and interview panel. Audit Scotland recommend scheduling a minimum of 20 minutes between interviews to allow the panel a comfort break and sufficient time to prepare for the next candidate. This should be proportionate to the duration of the interviews, i.e. if the interviews are 2 hours long you may like to organise a longer break.

The panel should also limit the amount of candidates they see in one day to avoid interview fatigue. We would recommend seeing 3 candidates a day for longer interviews, or up to 4 if the interviews are shorter in duration.

It is advised that the virtual 'wash-up' is scheduled for a separate day to allow the panel to gather their thoughts and prepare.

WHICH PLATFORMS?

There are many platforms that can be used for interviewing candidates, each with pros and cons. Audit Scotland recommend using Skype for business or MS Teams. Skype is a popular platform which most professionals have experience in using, it offers the opportunity of being able to dial in, which can be 'Plan B' in the event of connectivity issues. It should be noted that on Skype for business you may be only able to see one person at a time depending on which type of device you are using.

MS Teams can be used too however you would need a 'Plan B' for the interview in the event that the internet connection failed. The meeting leader will need to admit the candidate and other panel members into the meetings, therefore we would recommend using the app to do this.



To contact DYW Edinburgh please email: DYW@EDINBURGHCHAMBER.CO.UK

You can also visit our website at: WWW.DYW-EDINMIDEAST.COM

OR FOLLOW US ON SOCIAL MEDIA:

