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 #
  ■ Final list 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 (YouTube 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