

# Conducting virtual talent reviews

## Tips & best practices

Now more than ever, it is critical that organizations understand the talent they have and the talent they need in order to lead them into the future. Continuing to conduct talent reviews during these unprecedented times is essential to ensuring your organization is identifying, developing and retaining the right talent. As organizations have had to transform and evolve at lightning speed and with vital meetings being held virtually—talent reviews should be no different.

Below are best practices for hosting talent reviews virtually:

# 1

### Conducting evaluation interviews.

- Educate leaders on the definitions for performance, potential and readiness.
- Conduct virtual meetings with each leader to capture performance, potential and readiness.

# 2

### Schedule a talent review session.

- Be sensitive of dates and time zones.
- Ensure everyone is enabled technologically.
- Schedule sessions in two hour increments.

# 3

### Conduct the talent review.

- Review the evaluation process in variables in performance, potential and readiness.
- Start the talent discussion with highest potential.
- Continue discussion through lower levels of potential.
- Schedule multiple sessions until you have discussed each box placement.

# 4

### Conduct talent development session.

- Review development options.
- Begin with the highest potentials and continue sessions until you have a plan created for everyone.

## Tips and hints for hosting virtual talent reviews.

### Pre-meeting preparation

- Virtual meetings take more planning and pre-work. Schedule sessions one-week out if possible.
- Agendas and time blocks are critical.
- Keep sessions relatively short: 1½ - 2 hours seem to work best.

### Running the meeting

- You cannot over-estimate the importance of energy—being energized and keeping the pace brisk where possible.
- Keep participants engaged—ask everyone to close down non-essential programs.
- Make sure to allow time for attendees to move, get coffee, etc. during the session.

### Technology

- Ensure everyone has access to the technology platform you are using.
- Decide ahead of time about the use of video and alert attendees ahead of time about the use of cameras.
- There may be difficulties with technology—take these in stride if they happen.