

## Checklist - 2

### *Implementing a Virtual Assessment Centre*

#	KEY THINGS TO KEEP IN MIND	STATUS
1.	Finalize timelines and implementation plan for conducting the assessments.	<input type="checkbox"/>
2.	Think through the practical challenges that might come up and how they could be addressed.	<input type="checkbox"/>
3.	Set up a demo/ test-run for the online tool(s) / exercise(s), in order to have a first-hand view of the participant experience and also to do a 'system check'.	<input type="checkbox"/>
4.	Whitelist all relevant websites and email IDs that participants will need access to.	<input type="checkbox"/>
5.	Design a robust communication plan to ensure participants are clear about the objectives, logistic details, and expectations from the process.	<input type="checkbox"/>
6.	Create a 'Frequently Asked Questions' (FAQ) document for the participants, in order to address common queries.	<input type="checkbox"/>
7.	Conduct a virtual briefing session for participants, to help them prepare for the process and to address queries, if any.	<input type="checkbox"/>
8.	Plan if any internal leader(s) and / or HR team will brief the participants on the day of the assessment, to set the context and clarify the next steps post the VAC.	<input type="checkbox"/>
9.	Share an escalation matrix with participants for addressing technical queries and issues, if any, during the VAC.	<input type="checkbox"/>
10.	Have someone from the internal IT Team on standby, to address any technical issues that may arise.	<input type="checkbox"/>