

Recruitment Checklist

10 actions to streamline your recruitment process

Candidates want a recruitment experience that is quick and easy and expect a prompt response. In fact, 57% of candidates lose interest if the process takes too long. The more streamlined the experience, the better quality of candidates you can engage and the greater skills you can bring in to help grow your organisation. Here's our 15-point checklist designed to help you decide which solution is right for you:

1. Ensure job descriptions are clear in the role responsibility and expectations, providing as much detail as possible about the company ethos/values, seniority, salary brackets, and closing dates.
2. If application forms are required, keep them concise and quick to complete.
3. Set up screening questions so that anyone inappropriate for the role, such as not having the right skills, is removed from the process.
4. Automate the application process so that hiring managers are notified as soon as someone applies for a role, with easy access to view CVs and covering letters.
5. Have a hints/tips page where candidates can find preparation points for what to expect during the process.
6. Consider arranging first interviews virtually, or arranging a quick call to learn more about the candidate to speed up the initial shortlisting time.
7. Ensure all candidates receive a response, whether they are successful or not. It's important that candidates receive a good recruitment process as ghosting can negatively impact your reputation and future recruiting. This can be automated.
8. Keep the whole recruitment cycle from application to offers as short as possible, good candidates are in demand and companies moving quickly will secure the talent first.
9. Create an Employee Referral Scheme where current employees can encourage people within their network to apply for open positions. It is proven to produce better outcomes than candidates that have no ties to the company.
10. Ensure that hiring managers are prepared for their interviews. A large number of candidates withdraw from a process where they had a bad experience with a manager who was not prepared for an interview. Also, ensure each candidate is given feedback.

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