The Need for Speed

Hire slow and fire fast? You don't have that luxury in today's market!

If your business is growing, it's time to hit the gas. Here's how to accelerate your hiring process – and still get great results.

In this special report, you'll discover:

- Why faster hiring matters – and how slow hiring can cost you

- Tips for improving the hiring process at every stage

- How your staffing firm can improve hiring speed and results

Why Hire Faster?

Companies that want top talent need to keep up with the pace of hiring or be left behind.
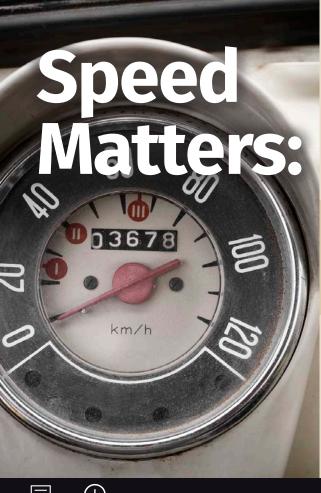
Here's why:

- **Competition is increasing.** As the economy roars back, the best candidates are disappearing from the job market – fast! Without a prompt offer for top talent, you're likely to hear "Thanks, but I already accepted another offer."

- **Your best prospects aren't on the market very long.** Many are employed and open to a job change only if the situation fits exactly what they're looking for. These "passive candidates" may juggle multiple offers and won't wait around while you get your hiring house in order.

- **Extended hiring time costs money.** Every extra day a position stays open, it costs your company time, money, and productivity. Don't let a job opening drain your best resources. Stop the leak with quicker hiring!

You can hire more quickly without sacrificing quality. Here's how.

Speed Matters:

Reducing time-to-hire reduces costs.

A study by the Society for Human Resource Management (SHRM) found that companies with more than 1,000 employees averaged a $99 per day loss for every day spent seeking a new hire. For smaller companies, the cost was even higher: $106 per day spent on hiring.

Source: http://www.shrm.org/research/benchmarks/documents/cost-per-hire%20article_final.pdf

More businesses are hiring.

Monthly job gains in 2015 will average 250,000.

Source: http://www.kiplinger.com/tool/business/T019-S000-kiplinger-s-economic-outlooks/

Unemployment is down – and predicted to go even lower.

Forecasters surveyed by the Federal Reserve Bank of Philadelphia predict that the unemployment rate will be an annual average of 5.4% in 2015, before falling to 5.1% in 2016, 5.0% in 2017, and 4.9% in 2018.

Move It Along! Faster Hiring at Every Stage

To speed up the hiring process, hire smarter, not harder. Make each step more efficient to get the most impact in the least time.

Key steps on which to focus your acceleration efforts include:

- Write better job descriptions

- Simplify the application process

- Make time to plan

- Get everyone on the same page

- Interviews: don't sacrifice speed for depth

- Close the deal quickly

Write Better Job Descriptions

Recycling a job description from the last posting might seem like a time-saver. But if the posting is vague or inaccurate, it might trigger a flood of applicants who are a poor fit. The more applicants you need to eliminate, the longer the process takes – and your best candidate may slip away while you work.

Instead of reusing an old job description, create a new one:

- Accurately describe the job.
- Identify the specific skills needed for success.
- Detail key "soft skills" that fit your company's culture and the needs of the job.

Need help?

Your recruiting partner can assist in creating job descriptions that get better results.

Simplify
the
Application
Process

The application is often the first interaction candidates have with your organization. For them, it's an indicator of what it's like to work there. Make a great first impression to keep more promising candidates in the top end of your recruiting funnel – and hire more quickly:

- Critically examine every aspect of your application process to ensure it is simple and welcoming for job seekers.

- Develop a mobile-optimized version of your application that loads in three seconds, has large buttons (that are easy to use on mobile devices) and doesn't require scrolling or zooming to read.

- Make sure that your application takes no more than 20 minutes to complete.

Or Pay the Price:

- If your application process is too long or cumbersome, your candidate drop-off rate can be as high as 80%![1]

- As much as 40 percent of mobile candidates abandon the application process when they are notified they are about to encounter a non-mobile-friendly apply process.[2]

1   Source: http://www.rpoassociation.org/blog/bid/325494/MORE-Incredible-Stats-about-Candidate-Sourcing-in-2013

2   Source: http://thehiringsite.careerbuilder.com/2013/03/11/forty-percent-of-mobile-candidates-abandon-non-mobile-application-processes/

Make Time to Plan

"Wait!" you might ask. "How does *adding* time to the hiring process make it *shorter*?"

It's all in how you use the time you have. A hiring team that plans ahead can make decisions more quickly and also get better results. Include time in the hiring process to:

- Determine why the last staff member left – and whether your hiring process needs to be changed to accommodate the problem.

- Talk to your staffing partner. They will recommend the most expedient ways to connect with the right candidates.

- Review resumes and applications before each interview.

- Check the screening interview feedback, if any.

- Prepare specific interview questions for each candidate.

In every stage of the business game, better planning means better results. Hiring is no different.

Get Everyone on the Same Page

Hiring pulls in all kinds of people: HR, hiring managers, staffing partners and recruiters, and applicants.

The most successful companies make communication a priority. You should, too!

- Keep everyone informed throughout the process.

- Update your staffing partner on how recommended candidates are working out.

- Contact your top candidates (including second and third choices) to let them know how the process is going.

- Ensure that hiring managers "touch base" daily to move the process along.

Better communication keeps top candidates engaged and prevents unnecessary drop-off. It also demonstrates that the company "gets it" – the hiring wait is hard, and information is essential. The best companies communicate. Join their ranks!

Interviews: Don't Sacrifice Speed for Depth

Don't let the interview process drag you down. Instead, balance efficiency and effectiveness with these tips:

- Prepare standard questions to ask of all candidates. Consistency helps you evaluate candidates more quickly and accurately.

- Leave enough downtime between interviews to consider each candidate – but not so much that the process loses its momentum. A day or two works well for many interviewers.

- Consider panel or group interviews. This streamlines the process and gives you a glimpse of the candidate's public speaking and multitasking skills.

- Combine first- and second-round interviews into a single event.

- Leverage your staffing firm's expertise. Staffing firms can take on many "screening interview" tasks that create hiring bottlenecks, allowing you to focus your energy on the "big questions."

Close the Deal Quickly

Too many companies lose their top candidates by waiting too long to make an offer. Consider pre-writing the offer letter: when it's time to deliver the good news, simply insert the top candidate's name and send it along.

When you make a prompt job offer:

- You show the candidate that their expertise is appreciated.

- You respect the candidate's time and save your own.

- You establish your company as one that is decisive and organized.

- You increase the chances that the candidate is still available to accept your offer.

- You keep your first choice out of competitors' hands.

Have a Need for Hiring Speed?

Your staffing provider is ready to help you:

- **Speed sourcing** – by using more methods and greater resources to attract top talent.

- **Streamline screening** – by handling the time-consuming and technical aspects of screening and interviewing.

- **Reduce time-to-hire** – by accelerating the recruiting, interviewing and vetting processes.

A professional staffing firm can find better talent, in less time than most organizations can on their own – and you only pay a fee if you hire one of their candidates.

**Hire smarter. Hire faster.
Talk to your staffing agency today!**