



The role of speed in the hiring process

Although you need to take your time with each step in your hiring process, the amount of time between steps can make or break your ability to hire.



APPLICATION

Although you may not think about the hiring process starting until you actually interview a potential applicant. For the applicant, it starts well before that, when they reach out to you or put in their application with your company.

REVIEW & PRE-SCREENING (SAME DAY)

You should be going through your applications and making initial contact the same day whenever possible. In addition to a phone call, you will also want to use other technology such as SMS & Email to reach out as well. This will help you get to them before other companies have a chance to start moving them through their hiring process.

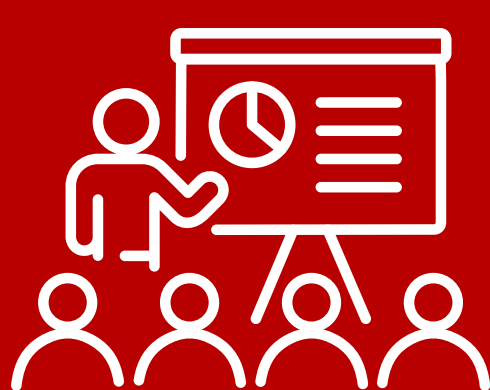


THE INTERVIEW (1-3 DAYS)

The longer the time between the initial contact and the interview the more likely it is that an applicant will end up taking another offer. Although you will need to work around your schedule and theirs, the shorter you can keep the amount of time between initial contact and their interview the higher your chances of being the job offer they take.

CONTINGENT OFFER (SAME DAY OR NEXT DAY)

If you decide you want to hire an applicant it is best to do it during the interview and get a commitment from them to take the role, even if it is contingent on them successfully getting through other parts of your hiring process. The longer you wait to make the job offer the less likely you will be to ultimately land them as a new hire.



ONBOARDING & TRAINING (WITHIN THE WEEK)

Even if an applicant accepts your job offer it is still important to keep the time between steps to a minimum. You want to get the onboarding and training process rolling as quickly as possible. Longer times between when they get their offer and when they start, increase the chances of them taking another job.

Making sure that you always end a step by letting the applicant know where they are at in the process and what comes next is just as important as the speed between steps. Keep in mind you want to take your time with each step, but be able to quickly and effectively move a candidate through your process.