



10 PROVEN TIPS to Speed Up Your Hiring Process

iHire

Hiring “fast” may feel risky, particularly if you’ve experienced a bad hire, but amid increasing business demands and employee turnover, time isn’t something many of us have in surplus. So how can you meet your hiring goals, prioritize quality over quantity, and find the right hire quickly?

Use these 10 tips to create a recruiting plan and you'll be onboarding your next perfect hiring in no time:



1. Create a Candidate Persona

List the details about your ideal job seeker, including:

- Work history and degrees/certifications/licenses.
- Hard and soft skills.
- Personality traits and professional ambitions.
- Preferred work environment.
- Preferred methods of communication.



2. Build a Strong Employer Brand

- Take advantage of company profiles on recruiting platforms and review sites.
- Demonstrate your culture, mission, and values.
- Give employees a reason to work for you instead of your competitors.



3. Craft a Winning Job Ad

- Follow an intuitive organizational structure.
- Use clear and concise language.
- Include an enticing call to action.
- Incorporate the right keywords for search engine optimization (SEO).



4. Automate with Technology

- Simplify candidate screening.
- Track and organize applicants through your recruitment funnel.
- Try resume scoring tools.



5. Limit Your Interviews to Three Rounds

- Conduct a screening interview, ideally by phone.
- Arrange an in-person interview with the hiring manager in a 1:1 setting.
- Set up a panel interview with stakeholders, managers, and peers from different departments and roles.



6. Network Everywhere

- Connect with coworkers and friends at professional gatherings, social events, even sports outings.
- Send your job ad to LinkedIn and Facebook groups.
- Reach out to former coworkers and employees.



7. Engage with Passive and Pipelined Candidates

- Contact previous applicants and “runners up” to gauge their interest in working with you.
- Connect with current and former employees to see if they’re open to new opportunities.
- Ask what salary range they’re looking for or what benefits they would like to have and see if it fits your budget.
- Let them know if there’s an upcoming opportunity for growth in the position.



8. Focus on Quality over Quantity

- Don't get caught up on applicant volume.
- Save time and budget by focusing on only the best candidates.
- Act fast when the right candidate reaches your talent pool.



9. Communicate with Candidates

- Use customizable email templates to respond to applicants quickly and efficiently.
- Notify disqualified candidates to reduce time spent on follow-up.
- Let top candidates know they're in the running and keep them interested.



10. Offer Your Perfect Candidate Incentives for Joining Your Team

- Negotiate hybrid or remote work options.
- Consider raising the starting salary.
- Give new hires a sign-on bonus.
- Offer nontraditional employee benefits and consider immediate vacation time, especially for employees onboarding during holiday months.

Check out our **Employer Resource Center** for more recruiting tips