



## Candidates Lost in Time: 8 Steps to Speeding Up the Screening Process

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When it comes to motivating a hiring manager to move on your candidate, remember the catchy saying... “Time kills all deals.”

One of the most frustrating things to a recruiter is the lag time between finding and submitting a good candidate and getting meaningful feedback through the screening process. Think about it: how often have you taken a request for talent and spent weeks doing the sourcing, pre-screening, preparing and presenting your candidate’s case? Now comes the exciting part, right? Your hiring manager calls you right away, excited about your candidate, and asks when they can come in for an interview. Yeah, right!

The problem is that it rarely goes like that. You usually end up waiting days or weeks for someone to follow up with you, share their excitement, and invite the candidate in for an interview. Why is it that a busy hiring manager, who wants to fill the open position as quickly as possible, takes so long to get back to you on a candidate?

Could it be they are really not as impressed as you? Maybe they disagree that the candidate had a good case? Maybe they are really busy and needs some time to get this task completed? Perhaps the motivation to hire has slipped to the back burner. Or, they just need a little push from a professionally aggressive recruiter.

Here are some tips on speeding up the screening process:

- ◆ **Verbally present your candidate to the hiring manager**

There’s no substitute for the energy and enthusiasm that a good recruiter can add to the equation. Excitement can be contagious. Spark motivation in the hiring manager to set up an interview with a candidate by *verbally* expressing your interest.

- ◆ **Follow up within 24 hours of submission**

Call and follow up to clarify your position and make your candidate’s case. After all, if you’re not excited about the candidate, why should the hiring manager be?

- ◆ **Make sure to focus on the hiring manager’s needs, not your own**

If you come across as desperate, selfish or uninformed, the deal will break.

- ◆ **Stay in constant contact with the candidate during this critical period**

You can use the information you learn about them to expand your case and motivate the hiring manager to move on them.

- ◆ **Check one of the candidate’s references and use the positive information to get things moving**

This is a powerful way to bring credible case material into the equation and can be a powerful motivator when asking the hiring manager to move on your candidate.



- ◆ **Keep the hiring manager updated of any changes in status of the candidate**

If the candidate is progressing on another position, or on another company opportunity, let your hiring manager know the fuse is getting shorter.

- ◆ **Go for the “No”**

This is a very effective technique to get a decision made. If you have tried all of the above and the hiring manager is still not moving on your candidate, you might try to “take away” the candidate by withdrawing them from the process. If the hiring manager tries to stop you, they are truly interested. If they do not try to stop you, then perhaps they were not interested enough in the first place. Either way, you will arrive at a final decision.

- ◆ **Time kills all deals**

Good recruiters know this line and live it every day. If the candidates are not moving through the screening process in a timely manner, chances increase the deal will fall apart. Use these tips to speed up the screening process so the candidate doesn't get lost in time.

Remember, the most effective recruiters understand how their hiring manager thinks, how they work and what is going on in their business. They set expectations of the process and apply the right amount of persuasive energy without breaking the relationship. The next time you submit a candidate for which you have made a good case, use these tips and watch the screening process time speed up!