
THE ¹ Guide



So many candidates, so little time...

The changing market has made finding the right person more time consuming than ever.

Here is our guide to help you refine and perfect the screening process - saving you time and improving your bottom line.



So far, 2009 has seen a sharp rise in the number of candidates seeking jobs. With 1 million extra job seekers sending on average 20 job applications each¹, this creates 20 million additional applications for recruiters to screen and review when looking to fill positions.

The bombardment of job applications shows little sign of stopping, so recruiters are looking at ways to ease the burden of additional candidates and applications, while ensuring they get the best person for the job. As recruiters, what can be done to save time and money spent during this process? And with the 'cost per screen' over 36% more expensive than outsourcing, can your ² recruitment agency help you with the problem of so many candidates, so little time?

According to industry statistics, as many as 90% of all CVs received by recruiters are unsuitable for the advertised vacancy.³ Screening these applications costs the recruiter a lot of time and takes their attention away from potentially suitable candidates.

There are a number of ways in which you can make sure you get the right candidates applying and ultimately fill the role with the perfect candidate. To help you to gain and retain talent, here are some of our hints and tips:

1 Advertising the role

Include as much specific information on the advertisement as possible such as level of skills, location, professional qualifications, working hours, languages and experience - the candidate will soon realise if they're not right for the job. Also, unless you anticipate that the role will be particularly hard to fill, leave out any attractive benefits that could attract unsuitable candidates!

2 Identify what the best application will look like

Spend some time identifying who the 'ideal' candidate could be in terms of skills, qualifications and experience. You will then be able to use this person specification to cross reference against applications for particular qualities, for instance - experience of managing teams of more than five people, knowledge of specific software etc.

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3 Pre-screening

Pre-screening can be done both electronically or manually. Electronic applications are great for screening out simple yeses and nos - for example, the right to work in the UK or certain qualifications required.

When manually screening applications, check them against your job description and 'ideal' person specification. Know what your 'A' candidate looks like but don't necessarily dismiss applicants that fall just short of the mark - they may surprise you at the interview when you find out more about them and end up being the perfect recruit! Industry statistics show that employers' take on anywhere between 20% and 40% of 'B' candidates.

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4 Respond quickly to applicants

Despite the huge quantity of applications, the best candidates will get snapped up quickly so make sure you contact your 'A' candidates within 24 hours so you don't miss out!

Don't forget to respond to unsuitable applications - candidates who might not be right for this role could be perfect for your next role and might be less inclined to reapply if they don't think they'll get a response.



5 In-depth screening

37% of applicants claim specific achievements or experiences that are untrue³ - make sure you evaluate your candidates skills either on a computer or by asking them questions, for example, if Mail Merge is required for the role, ask them how they would go about doing it.

If you're working with a recruitment agency, your consultant will have already done this for you! All Tate candidates' undergo electronic screening and a consultant will have interviewed the candidate personally to gather lots of extra information on them. According to a recent Tate poll, 35% of recruiters say that they are currently receiving in excess of 15 CVs from agencies for every role!

6 Interview techniques

If you're not sure how to interview, get advice from the professionals - getting your interview technique right can also help ensure you're not wasting your valuable time in extended interviews with the wrong candidate!

Use competency-based interview questions. This means that candidates will use situational examples from their professional experience to illustrate their skill set, personality and individual competencies - giving you a better idea of how suitable they are for the role. For example, "Give me an example of a situation where you have thought of a new or creative way of dealing with a problem within work?"

Acquiring and retaining talent is critical to the success of every organisation. Tate's main priority is to help you by guiding you through the perfect recruitment process. Our unique, 'Permanent Charter', six-stage recruitment process results in a perfect match in 98.8% of permanent placements and, in the unlikely event that they leave within a 100-day period, we will refund you 110% of our fee under the terms of our unique Watertight Guarantee.



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1 - Impellam Group customer data 2008/09, 2 - Impellam Group customer data 2008/09, 3 - www.capsinnovative.com 2009, 4 - Recruiter Magazine 2008, 5 - Infortal Worldwide 2007

For more help and advice on getting the right candidate from the growing pool of applicants, please call your local Tate branch on 0845 345 4141.

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