Automating Recruitment Workflows

The Definitive Guide

Curated by ContactOut. Follow us for more recruiting tips on LinkedIn and YouTube. We plan to update this resource regularly. Share your feedback or suggestion here!
Introduction

What is this lesson about?
This guide dives deep into the world of recruitment automation, exploring how technology can streamline and enhance the hiring process.

What will you learn at the end of this guide
- The definition and importance of recruitment automation.
- Steps to implement automation in your recruitment process.
- Real-world examples of automation in action.
- The benefits and future trends of recruitment automation.

Why is it important?
In today’s fast-paced world, efficiency is key. Automating recruitment workflows not only saves time and money but also ensures a consistent, unbiased, and high-quality hiring process.
1. Define Your Process

- **Job Description Creation:** Start by drafting a clear and concise job description. This will be your foundation.
  - Check out our [Definitive Guide to Writing Job Descriptions](#)

Here’s the step-by-step on how to do it:
• **Candidate Sourcing:** Determine where you'll source candidates from – job boards, LinkedIn, referrals, etc.
  ○ Check out our [Definitive Guide to Creating Your Sourcing Strategy](#).

2. **Choose the Right Tools**

• **Research:** Look into various automation tools available in the market. Read reviews, ask for recommendations, and take advantage of trial periods.

---

**Top sources**
The most common sources for your candidates.

<table>
<thead>
<tr>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added manually</td>
</tr>
<tr>
<td>LinkedIn</td>
</tr>
<tr>
<td>Job site</td>
</tr>
<tr>
<td>AngelList</td>
</tr>
<tr>
<td>contactout</td>
</tr>
</tbody>
</table>

**Application Collection:** Set up a system to collect and organize incoming applications.
• **Integration:** Ensure the tools you select can integrate seamlessly with your existing systems, like HR software or email platforms.

• **Training:** Once you’ve chosen a tool, train your team on how to use it effectively.

---

## 3. Pinpoint Manual Tasks

- **Screening:** Instead of manually reviewing each application, use software to screen based on specific criteria like years of experience or skill sets.

- **Assessments:** Automate initial assessment tests. For instance, if you’re hiring a writer, set up a grammar test; for a developer, an automated coding challenge.

- **Interview Scheduling:** Use tools that allow candidates to pick a suitable time slot, reducing the back-and-forth communication.

---

### Questions

- **How many years of experience do you have selling SaaS?**

- **Please indicate your English proficiency**
  - Native
  - Bilingual
  - Professional

- **Are you able to work or have an overlap with EST hours?**
  - Yes
  - No
4. Implement an Applicant Tracking System (ATS)

- **Centralized Database**: An ATS serves as a centralized database for all candidate information.
- **Communication**: Use the ATS to send out automated emails for confirmations, rejections, or next steps.
- **Reporting**: Utilize the reporting features to analyze metrics like time-to-hire or source effectiveness.

Here’s an example of it

**Imagine you’re hiring for a content writer position:**

- **Day 1**: You post the job on various platforms. Within hours, you receive 200 applications.
- **Day 2**: Your automation tool screens out 100 applications that don’t meet the basic criteria like minimum years of experience or specific qualifications.
- **Day 3**: The remaining 100 candidates receive an automated grammar test. 50 pass and move to the next round.
- **Day 4**: Those 50 candidates use the automated scheduling tool to pick their interview slots for the upcoming week.
- **Day 5–10**: Interviews are conducted. The ATS keeps track of feedback and scores for each candidate.
- **Day 11**: The top 5 candidates are shortlisted for a final interview.
- **Day 12–14**: Final interviews are conducted, and the best candidate is selected.
Next Steps

1. Feedback Loop
After your first round of automated recruitment, gather feedback from both the hiring team and candidates. What worked? What didn't? Use this feedback to refine your process.

2. Stay Updated
The world of recruitment automation is ever-evolving. Subscribe to HR tech newsletters, join webinars, or attend conferences to stay in the loop.

3. Expand Automation
Once you're comfortable with the current automation, look for other areas in HR or recruitment that could benefit from automation, such as onboarding or employee training.

4. Diversity and Inclusion
Ensure that your automation tools and processes are designed to promote diversity and reduce biases. Regularly review and adjust as needed.

5. Human Touch
Remember to balance automation with personal interactions. Periodically review which stages of the recruitment process would benefit from a more personal touch.
Further Resources

- 6 Ways to Automate Recruiting Processes
- How to Automate Your Recruitment Process