# 7 Essential Recruitment Steps



A successful hire doesn't just happen; behind the scenes it takes a mix of unique skills, deep knowledge of the organisation you're recruiting for, and patience. ELMO's "7 Essential Recruitment Steps" infographic outlines the latest trends and key challenges seen throughout the recruitment process.

## Understanding job requirements of HR generalists are responsible for recruitment Assess and improve as one part of their job of recruiters use data to 64% of recruiters use data improve recruitment processes and outcomes Induction & onboarding of staff turnover occurs in the first 45 days of employment

Shortlisting candidates

of recruiters use either applicant tracking or recruiting software to smooth processes

Interviewing & selection

of jobs take 3 interviews to be filled

Final placement

The average time to fill a position is 23.3 days

Negotiation

of job offers are rejected due to lower than expected pay

# Understanding job requirements

Who's responsible for recruiting? 1

52% - HR generalists who recruit as one part of their job 26% - In-house recruiting specialists/talent acquisition professionals

15% - Hiring manager for the position

3% - A third-party recruiter/staffing agency

**4%** - Other

#### Shortlisting candidates

How is technology involved? 2

75% of recruiters use either applicant tracking or recruiting software; of those, **94**% say software has improved their hiring processes



How many interviews are required? 3a

48% of jobs take 3 interviews to be filled 30% take 2 interviews 1% take 1 interview

Who decides which candidates get an interview? 3b

55% - Hiring manager

22% - HR professional, not designated recruiter

1% - Recruiter

#### Negotiation

How many online reviews are read by the average job seeker when forming an opinion of a company? 4a

6 from Glassdoor or other social networking sites



47% - Another job offer is accepted 26% - Lower than expected pay

# Final placement

What's the average time required to fill a position from job application to final placement? 5

23.3 days





#### Induction & onboarding

Why is induction & onboarding so critical? 6

4% of new employees leave a job after a disastrous first day and 22% of staff turnover occurs in the first 45 days of employment

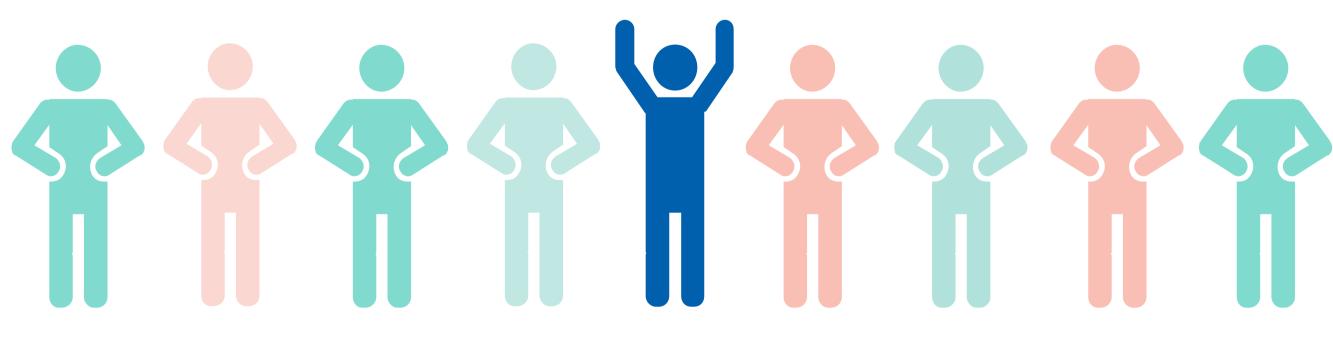
The cost of losing an employee in the first year is at least 3 times that employee's salary

### Assess and improve

Why is assessment of recruitment processes so critical? 7

60% of job seekers report having a poor candidate experience 72% share that experience online

64% of recruiters globally use data at least "sometimes" to improve recruitment processes and outcomes



#### How are organisations meeting talent needs? 8

79% are building and promoting talent from within 48% are increasing recruitment from external talent pools





# What's the average cost per hire? 10

~\$5500



#### What role does social media play? 9

67% of candidates who used social media to find their most recent job used Facebook

35% of candidates used Twitter

87% of recruiters use LinkedIn, but only 55% use Facebook

The Recruitment solution offered by ELMO Cloud HR & Payroll can help streamline your recruitment processes, save time and money, and provide a seamless candidate experience. For further information...

Contact us

- "Talent Acquisition: Recruitment", Society for Human Resource Management "Recruiting Software Impact Report", Capterra
- 3a. Recruiter & Employer Sentiment Study, MRI Network 3b. "Talent Acquisition: Recruitment", Society for Human Resource Management
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- 7a. The Candidate Experience Study, Future Workplace/CareerArc 7b. Global Recruiting Trends 2018, LinkedIn
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