

# 5 Ways to Automate Your Recruitment Process

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Success in the competitive world of staffing and recruitment hinges on efficiency. To gain an edge, automating your recruiting process is a prudent strategy. A recent report on recruiting automation indicates that 80% of surveyed recruiters believe automation could enhance their productivity. Additionally, 71% are leveraging smart tools to handle data processing for them.

Considering what aspects of recruitment can be automated? Or for some, what additional processes can be automated? Below is a specially selected list that might serve as a useful guide.

## Candidate Pre-Screening

Pre-screening streamlines the hiring process by filtering out applicants who do not fulfill specific job criteria, saving valuable time on unnecessary interviews. With questions such as "Are you willing to travel?" or "Can you commit to working remotely from 8 am to 5 pm UTC during weekdays?", there's no need for manual review of responses to determine who progresses to the next screening phase.

Leveraging recruiting software to automate your hiring workflow enables immediate sorting of candidates according to their pre-screening replies. This ensures that recruiters review only the resumes of those who meet the initial requirements.

### Due Diligence Checks

In certain positions, particularly when hiring in large numbers, you may manually initiate hundreds of background, criminal records, and financial checks. However, this aspect of the recruitment process can be simplified through automation, allowing for these checks to be automatically sent out at any stage of your hiring process that you specify. Websites like Triton Canada can help you automate these due diligence checks to save time and reduce costs.

### Interview Scheduling

Your recruitment team may struggle to organize frequent interviews when hiring in large numbers. Improperly scheduled interviews can harm your team's hiring efficiency and degrade the quality of the experience candidates receive.

Automating this process can liberate your recruiters from the burden of scheduling. Today's top-tier recruiting software can automatically schedule interviews with qualified candidates based on your interviewers' availability. Whether it's an initial meeting or the final round, the interview times will be directly added to your recruitment team's calendar, ensuring they are alerted about forthcoming interviews.

### Allow Candidates to Schedule Themselves

Constantly exchanging emails to schedule meetings that suit everyone, particularly when coordinating between the candidate and an external party, can be incredibly tiring. With self-scheduling automation, candidates can register for available interview slots independently, requiring no help from your team.

Upon being invited for an interview, candidates are sent a link to a live calendar displaying the available times you've predetermined. They can choose a free slot as if they were making an online appointment booking.

### Sourcing Resumes

Resume sourcing can often be a drawn-out and discouraging process for recruiters as they sift through numerous resumes on external job boards and make countless calls, only to find that the resumes are outdated, the candidates have already been taken off the market, or they are already in talks with numerous other recruiters.

Instead, recruiters can leverage recruitment automation technology to compile a shortlist more quickly. The stronger your candidate database is, the less frequently you'll encounter these issues, resulting in lower agency costs and quicker hiring times. The top Applicant Tracking Systems (ATS) feature talent pooling capabilities and can match your job requirements with your database to automatically recommend resumes.

## Endnote

Through the automation of the recruitment process, HR professionals can enhance their recruiting efforts by conserving valuable time and enhancing efficiency, which enables them to concentrate on identifying the top talent.