

## **16) Be heard in the progressive global recruiting network - YOUR views matter**

It takes all of 5 - 7 minutes of your time and your chance to be heard in this progressive global recruiter network. Results of the survey can be shared with you basis your request at [help@gorecroot.com](mailto:help@gorecroot.com). It is time well spent.

Busy bee recruiter time split for a day

This is how us folks (we are a team of around 10 corporate recruiters) split our day, at the end of this blog we are talking about some tools that we are looking for

0830 - List of things to do, typically, new job orders - positions open, follow from schedules yesterday, follow up on no-shows. At around 9:00 we have the list of things for the day and we decide who is on to what for the day.

0900 - Feedback, specific issues, hurdles and a fine tuned plan for the day is ready

0930 - Reminders for interviews - making sure that the candidate is still on and the interview venue (internal or external) is ready with the interviewer or the tests. We ensure that by the interview check listed items have been readied. Different interviewers require their own set of information about the candidate before the interview and we keep that ready. And there is this whole discussion about good resumes.

1000 - Follow ups, phone calls for some of us, and others hit emails and job portals. On specific days we hit the phones earlier to give us a better shot at getting our point person ahead of the start of the day.

11:00 - Rain check of target vs actuals, fine tuning, alignment

1:00 - Lunch break 5 minute gang meeting. Re-alignment, some of us push lunch breaks to get in touch with candidates and make schedule.

Around 2:00 - Email blasts, more phone follow ups, team leader is hitting the floor to ensure that the day closes well

3:00 - Resume filing for open positions begins, fitment gaps are addressed, additional information fed in

4:00 - Hunt for resumes, while sales connects come back with information - means more things to do

5:00 - Majority of us hit phones and emails to ensure that candidates are gotten and schedules are worked out, we spend a lot of time doing this through the day, as you see. No shows on either side means a lot of our time goes wasted. That's part of the game.

7:00 - Some of us have phone lists to make schedules, which is either carried over, a few of us stay back for a given day. The counter is to be ready for the next day.

What all of us like to do:

1. We like working on fitment - means we want our search to work sharply and not be sifting through junk
2. We hate that we have to manage loads of data - either electronic or paper - it hurts our efficiencies
3. We hate old resumes or outdated resumes
4. Scheduling and re-scheduling is eating more than 60% of our day - we would like that to be 20%

Anyone has notes for comparison? Any tools or tips that will get things moving faster?  
Let's brainstorm