

# 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.

## Assess and improve

**64%** of recruiters use data to improve recruitment processes and outcomes

## Induction & onboarding

**22%** of staff turnover occurs in the first 45 days of employment

## Final placement

The average time to fill a position is **23.3 days**

## Understanding job requirements

**52%** of HR generalists are responsible for recruitment as one part of their job

## Shortlisting candidates

**75%** of recruiters use either applicant tracking or recruiting software to smooth processes

## Interviewing & selection

**48%** of jobs take 3 interviews to be filled

## Negotiation

**26%** of job offers are rejected due to lower than expected pay

## Understanding job requirements

### Who's responsible for recruiting? <sup>1</sup>

- 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? <sup>2</sup>

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

## Interviewing & selection

### How many interviews are required? <sup>3a</sup>

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

### Who decides which candidates get an interview? <sup>3b</sup>

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? <sup>4a</sup>

6 from Glassdoor or other social networking sites

### Why are job offers rejected? <sup>4b</sup>

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? <sup>5</sup>

23.3 days

## Induction & onboarding

### Why is induction & onboarding so critical? <sup>6</sup>

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? <sup>7</sup>

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? <sup>8</sup>

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

## What's the average cost per hire? <sup>10</sup>

~\$5500

## What role does social media play? <sup>9</sup>

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](#)

## Sources

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