

Recruiting Time Management Techniques

Recruitment is one of the most important aspects of any organization because it involves hiring the best candidates for the job that has been posted.

This requires recruiters to assess and analyze a large amount of information to ensure that the people shortlisted are skilled, qualified and aligned with the values of the company hiring them. Dealing with mountains of data and resumes will generally take time, so time management is critical for recruiters.

Time management necessitates a diverse skill set to stay on top of things. HR managers must maximize their time by completing a large amount of work in a short period.

Time Management Techniques

Some time management techniques that aid in the recruitment process are as follows:

- Make a To-Do List
- Prioritize
- Result Oriented
- Clear Job Posting
- Interview Selective Candidates
- Organize Emails
- Prepare for the Unexpected
- Be Wary of Social Media Distractions
- Limit Work to Working Hours

Make a To-Do List

Make a list of everything you need to do! Yes, an underappreciated but critical component of the process. Plan ahead of time and write down everything for the upcoming day.

This way, the work can be completed efficiently, and the recruiter will not become distracted by the volume of work. The work list should be available where the worker first looks at the workstation.

Prioritize

Prioritizing means completing the most important and urgent tasks first. With tasks arriving from the left, right, and center, analyze and prioritize the tasks that must be completed first.

Alan Lakein's ABC method is beneficial because it allows the HR person to assess the importance of a task and assign a grade to it. A is the most important, B is important but has a relevantly flexible deadline, and C is catered to when time remains after tasks A and B.

The Eisenhower Technique, developed by US President Dwight D. Eisenhower, is another method for assisting recruiters in task prioritization. It allows the tasks to be classified as follows:

- Those that must be completed immediately.
- Those that are delegable.
- Those who can wait.
- Those that should be omitted entirely.

Another method for prioritizing tasks is the Eat the Frog Technique.

First, the frog must be identified, which means that the day's most important task must be identified.

Second, eat the frog, that is, devote all your attention to completing the task at hand. This should be done first thing in the morning because those are the most productive working hours.

Third, reap the benefits of eating the frog, namely the sense of being productive and accomplishing something during the day.

Result Oriented

Recruiters typically measure their success by the number of people who contact them via email or phone. However, this metric should be based on the actual number of hires and the client's and employees' satisfaction levels on a monthly, biannual, or annual basis.

Clear Job Posting

As simple as it is to post a job advertisement, the content of the ad must be the primary focus. Unspecific or general job postings attract unqualified candidates.

As a result, the advertisement should be clear to reach the right type of people while minimizing time and work by going through limited applications and approaching only candidates suitable for the job.

Interview Selective Candidates

The recruiter finalizes the list of applicants to approach further after going through emails and inquiries about the job opening. Only candidates who meet the criteria and are well-qualified and skilled should be invited to an interview.

Organize Emails

One of the biggest time wasters is sending endless emails. Recruiters receive far too many emails in their inboxes daily, which consumes a significant amount of time and energy if not properly managed.

This can be avoided simply by creating a schedule and checking emails at regular intervals throughout the day, or by designating a specific time for the purpose.

Inbox-zero is a time management technique developed by Merlin Mann (a productivity expert), and according to him, each message has five actions:

- Delete
- Delegate
- Respond
- Defer • Do

The primary purpose of this technique is for recruiters to keep their inboxes empty by checking emails at a specific time and responding only to relevant ones.

Filter out the irrelevant emails and delete them because they take up a lot of space, and it takes a long time to find the important ones.

Prepare For the Unexpected

Recruiters must plan and organize themselves ahead of time. Any unexpected event or meeting should be accommodated within the schedule rather than postponed.

Managers should be trained to do this, so they feel they can handle unexpected tasks without interfering with their schedule and wasting their time.

Be Wary of Social Media Distractions

Working online is necessary, but using social media can be very distracting. This temptation can lead to a lot of wasted time. For example, while scrolling through Facebook for valuable work, it is easy to become distracted and lose track of time. To improve productivity, setting time limits for social media usage is critical.

Limit Work to Working Hours

Working long hours throughout the week can reduce productivity and increase the time required for each task. A recruiter's personal life may become unbalanced because of a repetitive and monotonous work routine. Working hours should be limited to the workplace, and no work should be brought home unnecessarily every day.

It can also assist HR professionals in efficiently managing their time by avoiding all factors that lead to distraction at work, allowing them to complete most of their work before the day ends at work.

Which is the Best Time Management Technique?

The exact time management strategy will only work for some. Every recruiter must combine a few tips from each technique to determine what works best for them.

Each organization has its own set of objectives to achieve, and time management should be implemented by following those objectives. Setting reminders and making side notes can help one remember to manage their time effectively.