

The Definitive Recruiting Playbook

Having a repeatable, well-structured recruiting process is essential for effective recruiting. Without a solid structure in place, you lose track of roles, lose track of candidates, and ultimately miss out on great hires as the ball is dropped and bottlenecks occur. Below, we've outlined the ideal recruiting framework from job requisition to hire.

As you build out your recruitment program, try to structure the process to be as close as possible to the outline below. Doing so will help you streamline your processes, reduce your time to hire, and ultimately, help you hire better candidates.



01. Complete The Hiring Manager Intake Form

- Recruiter / HR, Hiring Manager
- (2) 24 Hours until the next stage



02. Begin Sourcing / Advertising the Job

- Recruiter/HR
- () 24 Hours until the next stage



03. Review Each Application, Respond to Candidates

- Recruiter/HR, Hiring Manager
- (S) 24 Hours until the next stage



04. Conduct Initial Phone Screen

- Recruiter/HR
- () 24 Hours until the next stage



05. Review Candidate and Make Decision

- Recruiter/HR, Hiring Manager
- () 24 Hours until the next stage



06. Schedule Phone Interview

- Recruiter/HR
- (72 Hours until the next stage

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Interested in Learning More?

Newton is an intuitive applicant tracking system built by recruiters to improve and organize hiring for small and medium-sized businesses. Newton is the only ATS designed to drive the decisions that drive hiring by involving all users in the recruiting workflow. Industry-leading hiring manager adoption rates ensure easy collaboration, and powerful, performance-driven functionality ensures HR and Recruiting maintain control of the hiring process.

Contact us at sales@newtonsoftware.com or click the button below to request a demo.

HELP ME HIRE