

A sample audit highlights where time, data and delivery performance are being lost.

Recruitment Workflow Audit Sample | Illustrative Findings

HIGH IMPACT

CRM Administration

15+ hrs/week

Potential recruiter time saved per recruiter per week through connected AI, automation and workflow improvement.

HIGH IMPACT

Candidate Follow-Up

48-72h

No consistent trigger exists for feedback, next steps or passive candidate nurture.

MEDIUM IMPACT

Interview Scheduling

3-5 days

Calendar coordination depends on repeated email exchanges between three parties.

HIGH IMPACT

Management Reporting

Weekly

Weekly activity and pipeline reports are compiled manually from inconsistent records.

KEY TAKEAWAY: Findings are illustrative. A real audit validates the current process, quantifies impact and identifies root causes.

Recommendations are prioritised by value, feasibility and delivery risk.

Example Recommendations



Automate CRM Capture

Sync notes, tasks and status updates from defined recruiter actions.



Trigger Follow-Up

Create workflow rules for candidate, client and feedback communication.



Enable Scheduling

Introduce integrated self-service booking with confirmations and reminders.



Build Live Dashboards

Use agreed operational definitions and reliable CRM data for management insight.

KEY TAKEAWAY: A prioritised roadmap separates immediate process fixes from technology changes requiring integration or governance.