



# Why Recruiters Spend Too Much Time on Admin

The problem is usually workflow design, not recruiter discipline.

# The same information is entered repeatedly.

Candidate and vacancy data is copied between CRM, email, spreadsheets and client portals.

# Processes depend on manual reminders.

Every follow-up, feedback chase and status update competes for individual attention.

# Systems capture data after the work.

Recruiters complete an activity, then separately document it instead of capturing it automatically.

# Exceptions have become the normal process.

Workarounds multiply when workflows do not reflect how recruitment delivery actually happens.

# Reporting is built outside the CRM.

Managers reconstruct performance because operational data is incomplete or inconsistent.

# Admin reduces both capacity and service quality.

Less time remains for candidate relationships, client advice, business development and market expertise.

# Reduce admin by redesigning the workflow.

Map the task, remove duplication, standardise ownership, then automate the stable steps.

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