

Audit Your Current Recruitment Process [Checklist]

In today's candidate-driven, fast-paced job market, using an automation tool to enhance your recruitment process is a no-brainer. Whether you are looking to adopt this essential practice for the first time, or you are simply checking out features other tools on the market have to offer, there is no better time to evaluate your current process. We've devised a checklist to help your organization with this audit. Start off by asking if your recruitment process has the following automated features.

Does your current process:

- Engage Your Talent Pool?** Uncover new candidates, keep your database up-to-date and determine interest levels when you engage with your talent pool.
- Capture Your Candidates?** AI-powered recruitment software extends your operating hours to 24/7. That (paired with the ability to answer countless open-ended questions) will help your business see more qualified applications entering into the recruiting process.
- Screen and Assess Candidates?** When you screen and assess a candidate's abilities and fit at the early stage of the recruiting process, you are able to determine if they are qualified for the position. If the individual does not meet the role requirements, better-fit job opportunities are presented. This maximizes the individual's chance of getting hired and lowers the organization's chance of missing out on top talent.
- Schedule Your Interviews?** Reduce the back and forth when your AI technology schedules a time that is convenient for both your HR department and your candidate.
- Perform New Hire Check-Ins?** Bridge the gap between management and talent by completing timely check-ins on new hires. By doing so, you can ensure that all their questions are answered and that their hiring and onboarding experience is positive. With these checks, you will see improved retention.



Automate Employee Referrals? Collect contacts from high-performing employees, reach out to these potential candidates and update the HR team along the way when you optimize your employee referral program with AI-powered software.



Integrate Across Recruiting & Productivity Stacks? Ease the way you recruit by leveraging an end-to-end recruiter that collaborates with your existing tech stack.



Provide Data-Driven Analytics? Receive actionable insight into your candidate's application, recruiting and onboarding experience. Use AI-technology's data-driven analytics as a way to improve your processes.



Influence the Candidate Experience? Create a flawless candidate experience with an accessible end-to-end recruiter. Your candidates receive an almost immediate response when they inquire about role requirements, request application status or ask questions at any time of any day.



Allow Collaborative Hiring? Easily share candidate applications, resumes and additional information between recruiting teams, HR leadership & hiring managers. Plus, each member has the ability to leave their thoughts in the form of comments on each applicant.



Present Candidates with Offer Letters & Closing Requisitions? By generating offer letters through pre-defined templates, your candidate can then review and accept the new position in just a few easy clicks.

So, how does your current recruiting process stack up? If your recruitment automation software does not check off each of these boxes, it may be time to reconsider what's beneficial to your company.

AllyO's AI-powered end-to-end recruiter is designed to delight recruiting and hiring teams, candidates and HR leadership. With our technology's continuous self-improvement, flawless system integration and security compliant software, we are confident that AllyO will not only check off each action item on this list but also continue to impress you and your colleagues.

If you're interested in learning more about how AllyO can help automate your recruiting processes, [sign up to demo our end-to-end recruiter](#).