

How to improve hiring efficiency: A recruiter's guide

Practical insights and strategies
to increase hiring efficiency
without sacrificing quality



Why hiring efficiency matters

Hiring inefficiency costs recruiters:

2 full workdays

€18k per year

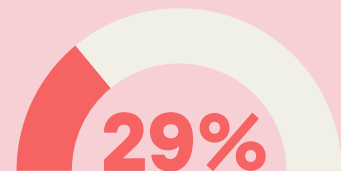
Hiring efficiency is about striking the right balance: filling roles quickly while maintaining application quality and candidate experience. Recruiters are juggling multiple roles and high volumes of applications, but inefficient processes are creating unnecessary delays and costs.



Our latest research shows:

- Recruiters manage an **average of 4 roles** each month.
- Each vacancy receives **around 20 applications**, yet **only half** qualify.
- Screening alone takes **2.6 hours per vacancy**.
- Manual admin consumes **17.7 hours per vacancy** – equal to two lost workdays, or about **€18,228 annually per recruiter**.

At the same time:



Of candidates drop out of the interview process – often because it simply takes too long.

The result? A hiring process that is too slow, too manual, and increasingly costly for businesses across Ireland.

The screening bottleneck

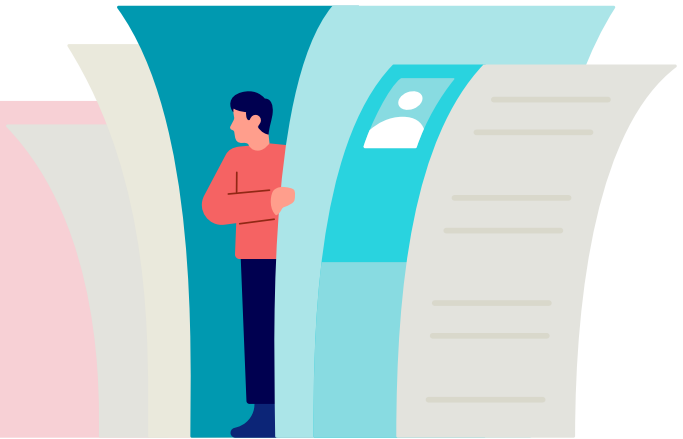
73% of recruiters say irrelevant applications slow them down.

Our research shows that one of the barriers to hiring efficiency is poor application quality. Recruiters spend 3.6 hours per vacancy screening CVs, yet only 50% of applications qualify. The high volume of unsuitable applications means strong candidates are being overlooked.

Recruiter insight:

“Screening takes hours, and too often it’s clear candidates aren’t a fit from the start.”

– Sarah, Recruiter



Challenges:

- Time is wasted reviewing irrelevant CVs, delaying the hiring.
- Qualified candidates may disengage if hiring is slow.
- Businesses lose a competitive advantage if talent accepts faster offers elsewhere.

Solutions:

- ✓ Write [clear job ads](#) that attract the right candidates.
- ✓ Use structured [pre-screening questions](#) to filter early.
- ✓ Leverage application tracking systems (ATS) to automatically filter and prioritise the most relevant candidates first.

Admin **overload**

Manual tasks cost recruiters two workdays per vacancy

Recruiters lost more time to admin than any other stage of hiring. 17.7 hours per vacancy – more than two workdays – are spent on scheduling interviews, logging notes, and updating systems.

Our research shows that an average of 2.6 hours are lost solely to scheduling interviews, while an additional 3 hours per vacancy are spent drafting post-interview notes. These time-consuming tasks can be streamlined to significantly improve efficiency and accelerate the hiring process.



Top tasks that slow down recruiters*

Screening a high volume of irrelevant applications

73%

Waiting for feedback from stakeholders (e.g., on CVs or interviews)

73%

Coordinating multiple stakeholders

70%

Performing manual administrative tasks (data entry, status updates)

67%

Following up on missing documents (e.g., certificates, references)

64%

*Based on recruiters who said *they are slowed down* a moderate amount, a lot and a great deal.

Tips for speeding up admin tasks

- Use self-scheduling tools to let candidates book their own slots
- Automate interview documentation and feedback input
- Standardise workflows to reduce duplicated effort

The interview process

Too many interviews and poor coordination slow down hiring

Interviews are meant to validate candidates, not create roadblocks. Yet for so many recruiters, they are a major source of inefficiency. Automation, clearer communication, and smarter tools can remove these bottlenecks and keep the focus on finding the right candidate.

Recruiter insight:

“Scheduling becomes a big factor... suddenly they’re no longer available for 2 weeks, and the process is pushed back.”

– Emer, Hiring Manager



Top time-wasters in the interview process

Interviews that are too long

36%

30%

Follow-up to job interviews (e.g., summarising feedback)

28%

26%

Too many interview rounds

25%

22%

Poor availability of stakeholders

23%

19%

No clearly defined process

24%

23%

● Large businesses ● SMEs

Candidate drop-off

1 in 4 candidates abandon applications when the process is overly complex

Efficiency issues don't just cost recruiters time – they cost businesses talent. 23% of candidates drop out of the interviews citing that the process takes too long.



Candidates told us what would keep them engaged:

Salary transparency

37%

Clear role requirements

29%

Defined expectations for the process

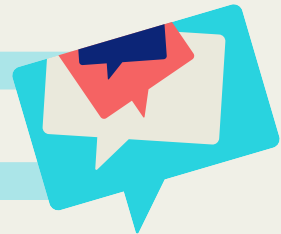
29%

Faster feedback

29%

Shorter overall process

26%



Challenges:

- Delays and poor communication damage employer brand.
- Candidate experience directly impacts acceptance rates.
- Businesses risk losing top talent to competitors.

Solutions:

- ✓ Be upfront about salaries and requirements.
- ✓ Set clear expectations early.
- ✓ Use ATS features to keep candidates updated automatically.

Technology & AI

AI is helping most recruiters – but trust issues remain

Recruiters increasingly turn to automation to ease workloads. 78% already use AI tools, mainly for CV screening, scheduling, and filtering.

38%

Aren't familiar with the AI tools available

32%

Don't trust AI to make fair or accurate decisions

29%

Prefer human judgement over automation



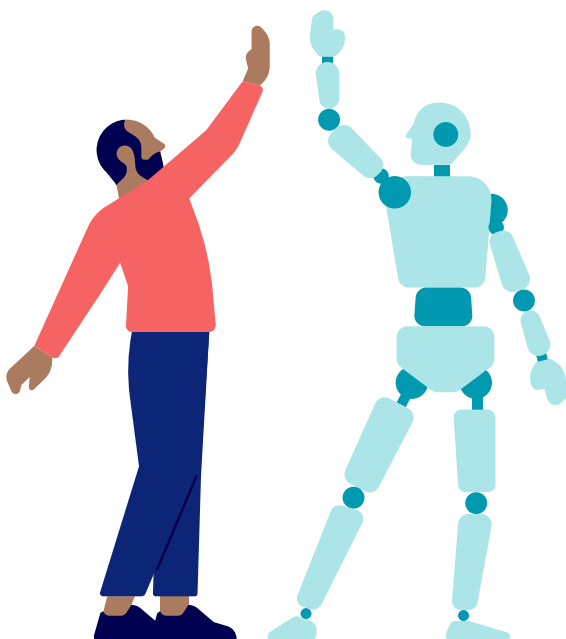
Recruiter insight:

“AI can bring efficiency, but bias is a real concern.”

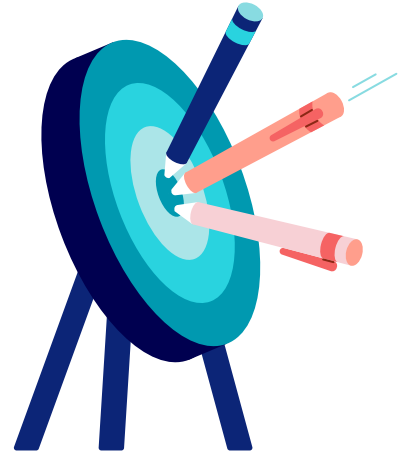
– Ciara, HR Manager

How to establish trust in AI:

- ✓ Use AI to assist, not replace, human decision-making.
- ✓ Build transparency into AI use to reduce mistrust.
- ✓ Train recruiters on how AI tools work and where they add value.



Key actions for faster hiring



Cut time-to-hire with simple, high-impact process changes.

Improving hiring efficiency doesn't mean cutting corners – it means focusing energy where it adds the most value. Our research points to five priority actions:

1. Write [clearer job ads](#) to reduce irrelevant applications.
2. Use [structured pre-screening](#) to filter unqualified candidates faster.
3. [Reduce interview rounds](#) and adopt self-scheduling to cut delays.
4. Automate [admin tasks](#) like documentation and candidate updates.
5. Tap existing [talent pools](#) before starting external sourcing.

Your next step to smarter hiring



Efficiency gains don't mean cutting corners.

The research is clear: **inefficiency is costing Irish recruiters time, money, and talent.** But with the right tools and processes, it's possible to cut days from hiring timelines while improving candidate experience.

Next steps:

- Explore our templates for [pre-screening questions](#) and [candidate communication](#).
- Join our upcoming webinar: "Cut hiring time without losing quality" with Lorraine Morrin and Orla Fennelly on October 1st at 12:00PM.

Get in touch to find out how we can help you hire the right talent in your sector:

Tel: +353 1 670 9900

Email: sales@irishjobs.ie

