



TOO MUCH TO DO – NOT ENOUGH TIME?

Barbara Bruno, CPC, CTS



Have you ever felt that you were further behind at the end of the day, than when you arrived at work?

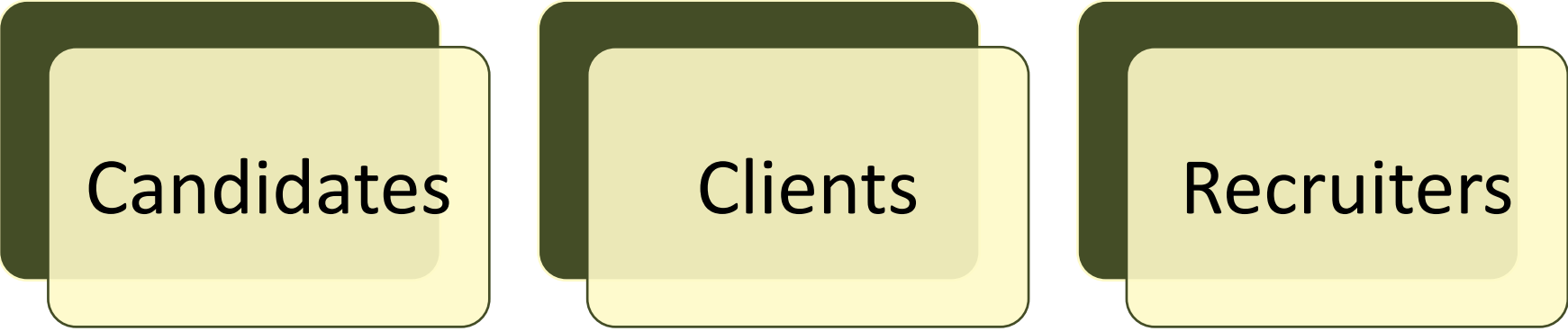
Do you honestly believe if you were given five more hours each day that things would be different?



If you do not arrive at your office knowing what you need to accomplish, the urgent tasks will overshadow the important tasks.



I'm going to break the time wasters into three categories:



Candidates

Clients

Recruiters



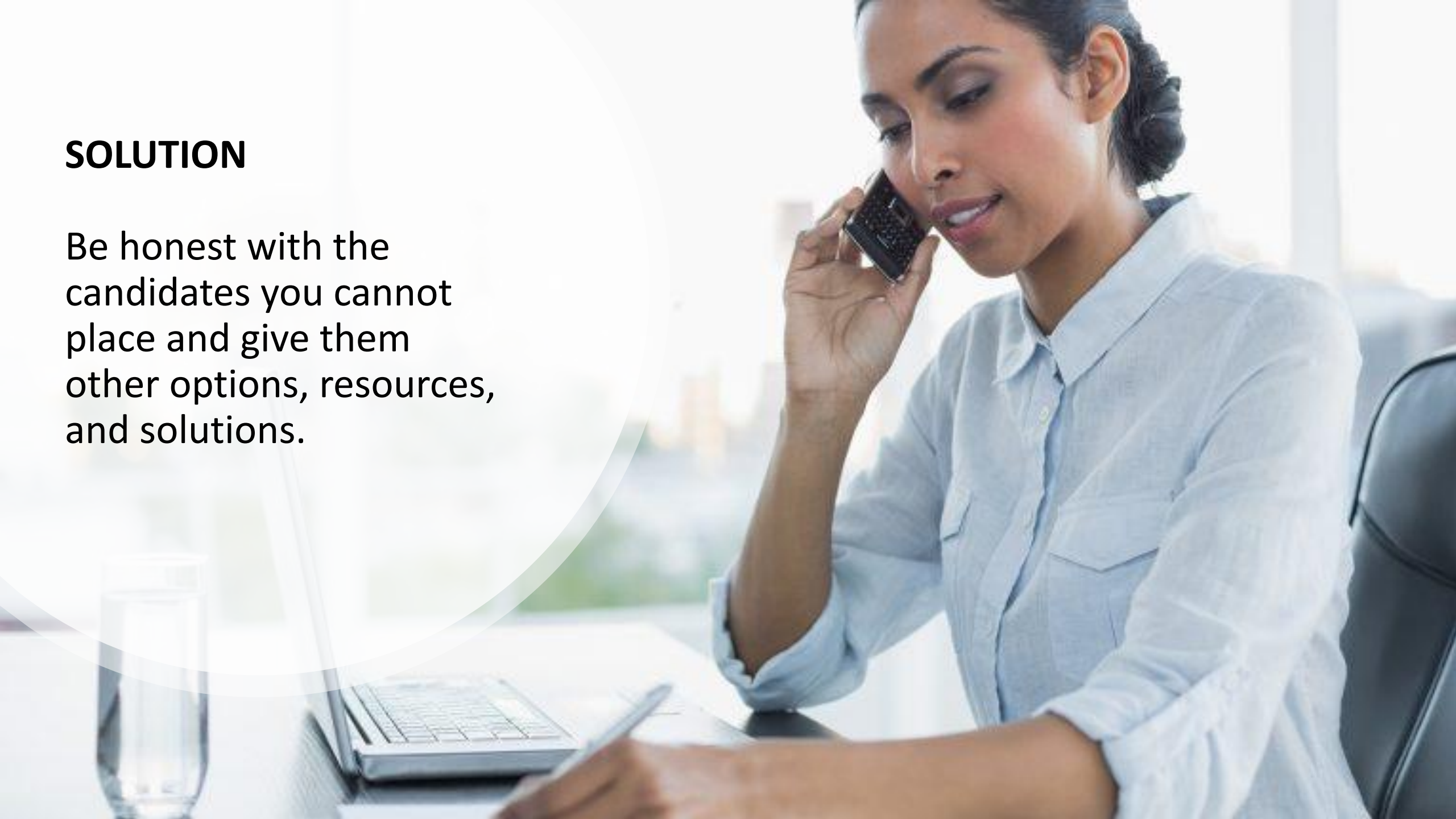
CANDIDATE TIME WASTERS AND SOLUTIONS

1. Taking endless calls from unqualified candidates that you will never place.



SOLUTION

Be honest with the candidates you cannot place and give them other options, resources, and solutions.



2. Taking status calls from good candidates just wanting an update on their file.



SOLUTION

Tell every candidate you interview that you set the hours between 4:00–5:00 p.m. to take their calls regarding changes in their resume, CV, or updating you on their interviewing activity.



3. Interviewing
candidates, you will
never place.



SOLUTION

Send your Profile Form or Application in advance, before you interview them.

When you review the paperwork and don't see stability, skills, or experience, conduct a courtesy interview on the phone.



4. Becoming friends with your candidate.



SOLUTION

There is a fine line between building rapport based on trust and becoming friends.





5. Talking too much during interviewing, preps, debriefs, etc.

SOLUTION

You need to listen
twice as much as you
talk.





6. Interviewing for one specific assignment or search.

SOLUTION

You need to conduct a general interview with every candidate.

If you interview them for one specific opportunity, you have slanted your questions and now must re-interview them if they do not accept that one position you presented.



7. Surprises.



SOLUTION

You need to keep interviewing your candidate throughout the entire placement process, because answers change and become more accurate as trust levels improve.



8. Starting from scratch
with each recruit.



SOLUTION

Make sure the information on your Recruiting Sheets is filed in a manner that is retrievable.

Start to maintain a database from your recruiting presentations by offering to send a blank sampling list of your current opportunities.



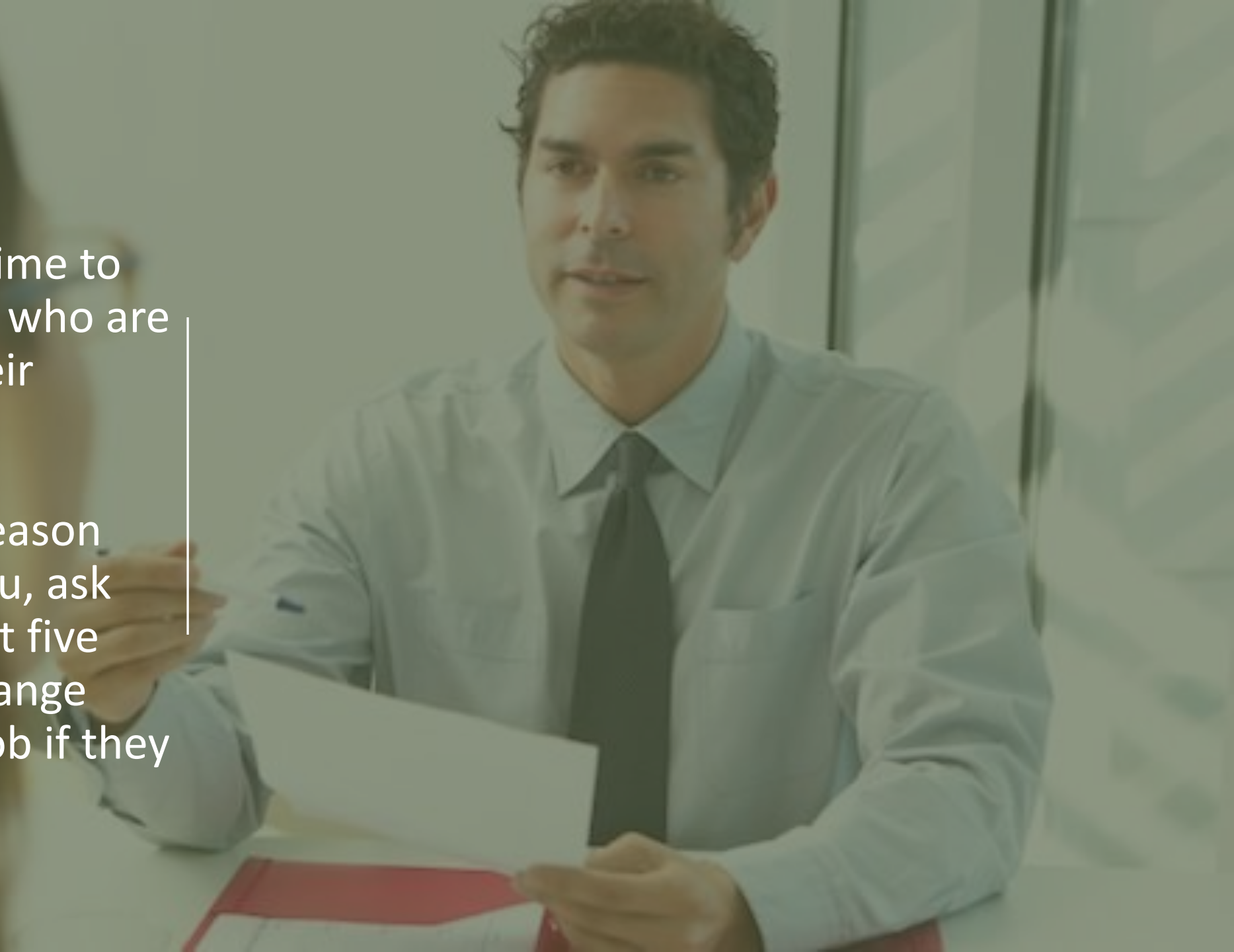
9. Working with candidates who are window shopping.



SOLUTION

It is a total waste of time to represent candidates who are not serious about their search.

To find out the real reason they are talking to you, ask every candidate to list five things they would change about their current job if they were their boss.



A photograph of two Asian businesswomen standing on a rooftop or balcony. The woman on the left, wearing a dark blazer, holds a large orange folder. The woman on the right, wearing a light grey blazer, looks at the folder with a concerned expression. In the background, a modern city skyline with tall buildings is visible under a clear sky. A large green circular graphic is overlaid on the right side of the image, containing the text.

10. Working with a high maintenance candidate.

SOLUTION

It is important for you to be able to establish rapport with the candidates you represent.

You don't have to like your candidates, but you do have to develop a working relationship based on trust.





CLIENT TIME WASTERS AND SOLUTIONS

A background image showing a business meeting. Two people in white shirts and dark ties are leaning over a table, looking at documents. One person is holding a pen. A large, semi-transparent white circle is overlaid on the left side of the image, containing the text. A small horizontal line is positioned above the text.

1. Non-specific job specifications.

SOLUTION

Show the client the WIIFM (What's In It For Me) and see if they give you specific details upfront.

Email a copy of your job order to everyone in the hiring process.



A woman with long brown hair tied back, wearing a dark business suit over a light-colored shirt, is sitting in a black office chair at a wooden desk. She has her right hand pressed against her forehead, looking down with a stressed or tired expression. On the desk in front of her is a laptop, a pen, and a large stack of papers. To her left is a large computer monitor. In the background, a window shows a view of a city with buildings and some potted plants on a ledge.

2. Working
orders that
are not hot.

SOLUTION

In order to determine the hottest job orders in-house, you must have the following:

- Specific target date to fill the order.
- Interviewing times.
- Name of individual to confirm the interviewing times.
- Pain that exists due to this position being opened.

3. Not obtaining performance objectives.





SOLUTION

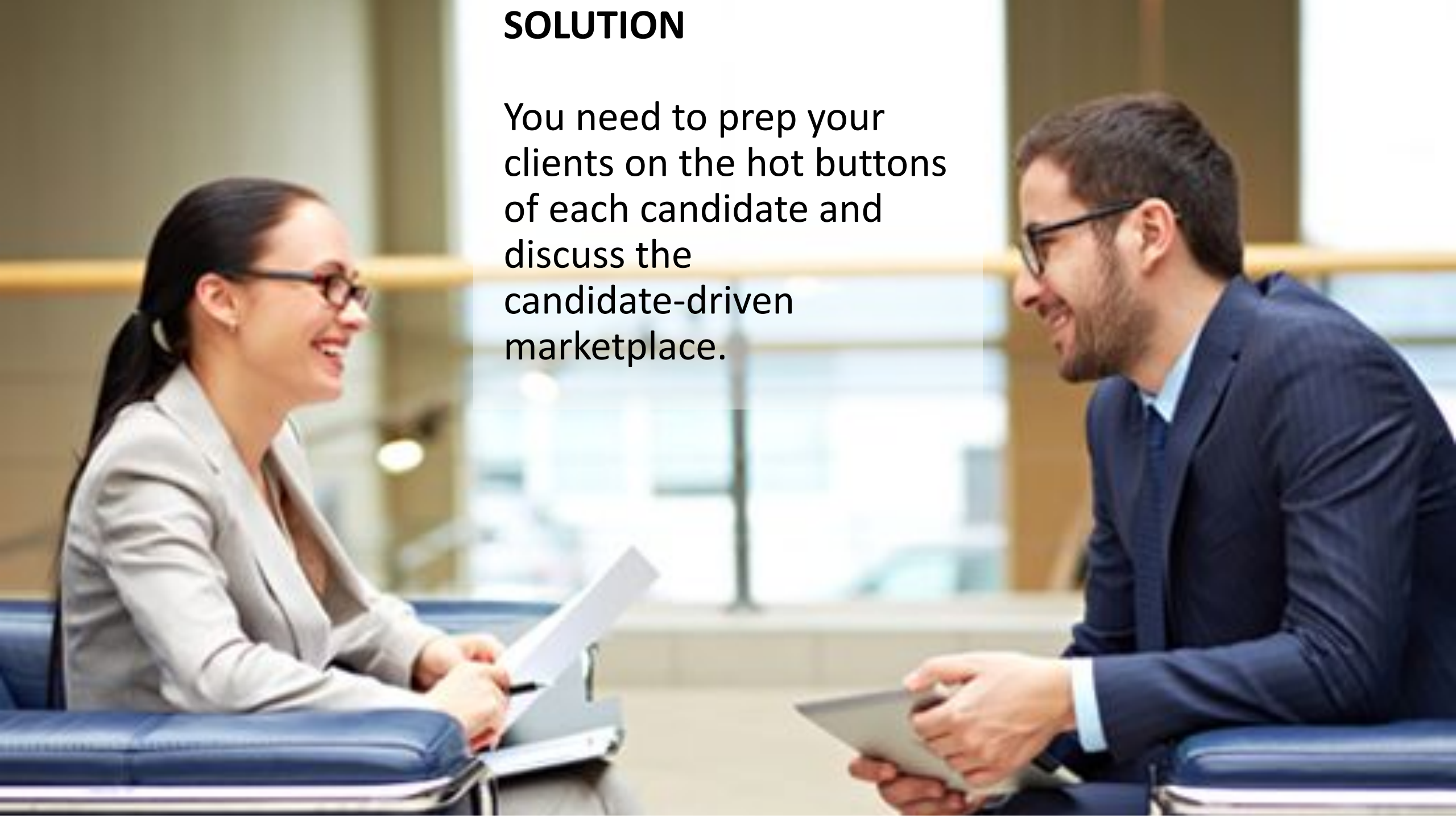
Ask how your candidates will be evaluated in 6-12 months. Often the list of credentials does not align with how your candidate will be evaluated.

4. Client is not selling their company or opportunity.



SOLUTION

You need to prep your clients on the hot buttons of each candidate and discuss the candidate-driven marketplace.





5. Working an order outside of your specialty area.

SOLUTION

Provide your clients with a referral to another recruiting firm who does specialize in that area.

This could become split business.





6. Losing your client when you lose your contact.

SOLUTION

Penetrate every account. You should have at least three contacts with each client.



7. Accepting mission impossible.

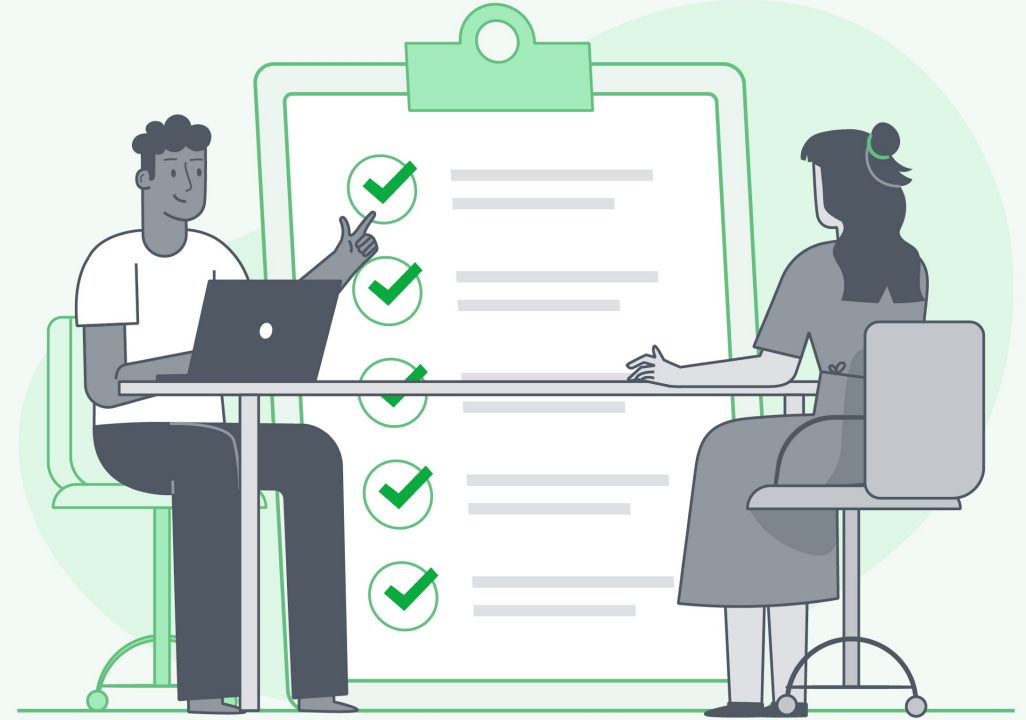


A background image of a business meeting. Two people in business attire are seated at a table, looking at and signing documents. A large, semi-transparent white circle is overlaid on the left side of the image, containing the text. The background is slightly blurred, showing a cityscape through a window.

SOLUTION

Explain upfront what needs
to be revised in order for
you to work on the search.

8. Long interviewing processes that kill deals.



SOLUTION

Give specific examples where time has killed deals in the past.

Do all that you can to combine interviewing processes.

Get the target date to fill the opening.



9. Not knowing
your best
business and
where to
focus efforts



A close-up photograph of a woman's face, looking directly at the camera. Her hands are raised, with fingers spread, framing her face from the top and sides. The background is a soft, out-of-focus brown. A large, semi-transparent white circle is overlaid on the left side of the image, containing the text.

SOLUTION

Narrow your focus to specific positions or industries and limit the number of job titles you place.

10. Boring job orders,
contracts, or temp
assignments.



SOLUTION

The business you write should be part of the marketing collateral of your clients. Show why the job is exciting, address advancement, training, and the possible career path.

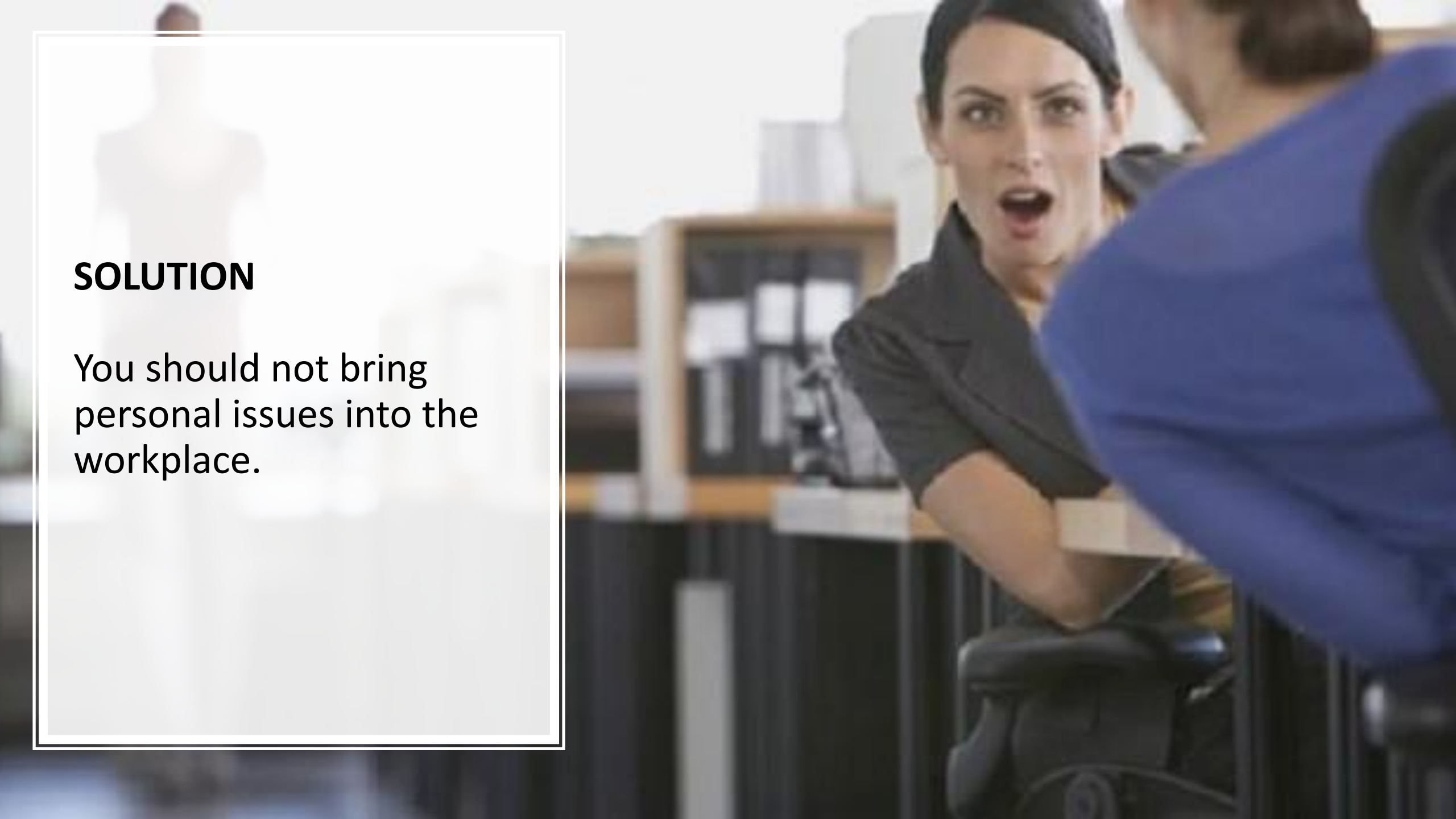




RECRUITER TIME WASTERS AND SOLUTIONS



1. Personal issues brought to work.

A woman with dark hair, wearing a black blazer, is seated at a desk in an office. She has a surprised or shocked expression on her face, with her mouth open. In the foreground, the back of a person wearing a blue shirt is visible, partially obscuring the woman. The background shows office shelves with various items.

SOLUTION

You should not bring personal issues into the workplace.

2. Asking endless questions.



SOLUTION

Write your questions down and ask your manager at 11:30 a.m. or 4:30 p.m. for their assistance.

During prime time, stay on your phones in order to make money.





3. Getting nothing out of a recruiting or marketing presentation.

SOLUTION

Your main goal is to get a hit or job order.

Your second goal is to retrieve information that will assist you with your next call.



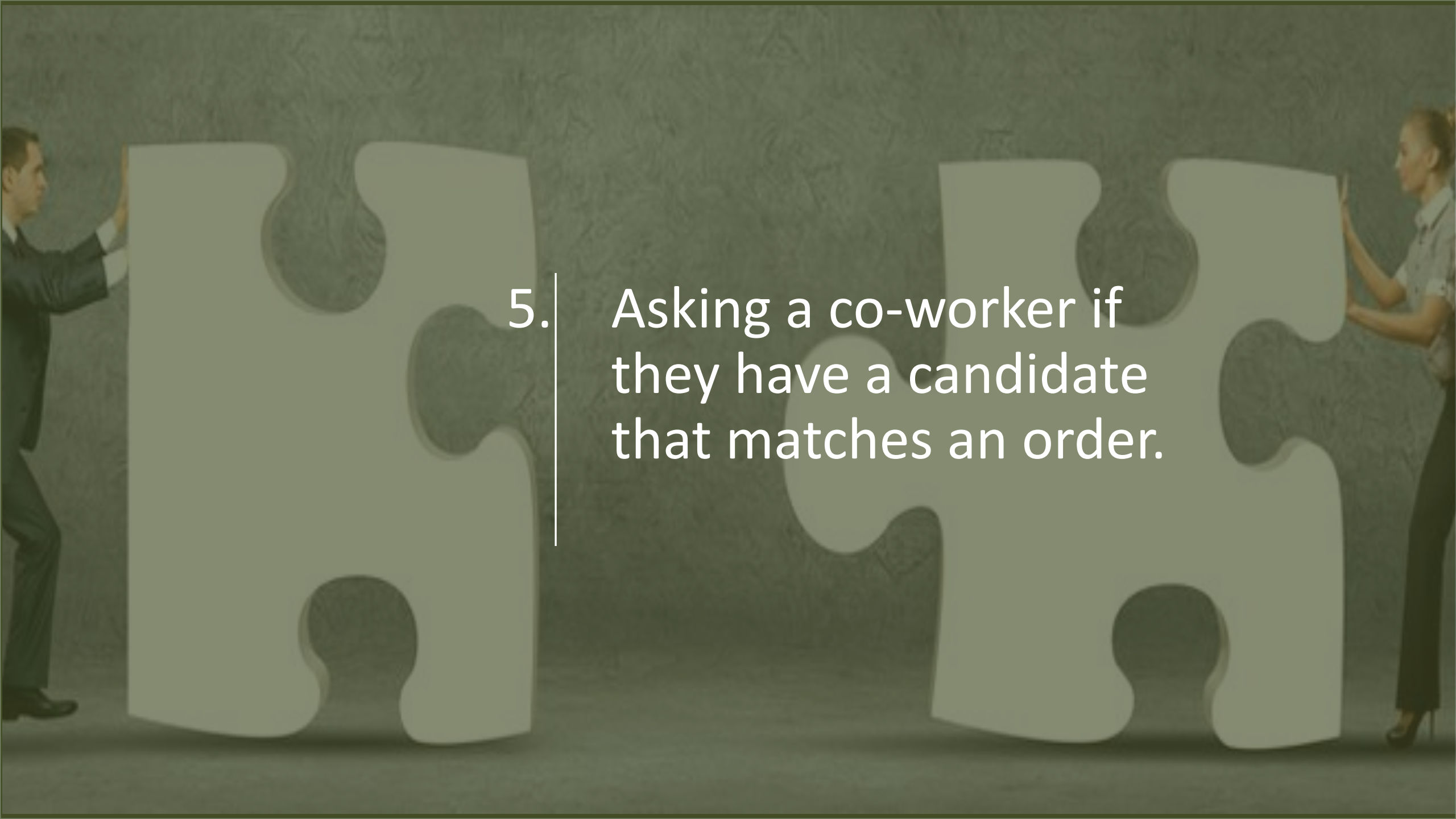


4. Verbally presenting
a candidate to your
co-workers.

A close-up, slightly blurred photograph of a woman with blonde hair, wearing a white button-down shirt. She is leaning over a desk, focused on writing with a pen on a document. The background is out of focus, showing a bright, possibly windowed area. A green speech bubble with a tail pointing towards the bottom left is overlaid on the image, containing the text 'SOLUTION' and a paragraph of text.

SOLUTION

Utilize a Candidate Presentation Form that provides selling points, as well as providing reasons for leaving, salary, interview availability, etc.

A man in a dark suit and a woman in a light-colored blouse and dark trousers are standing on either side of two large, light-colored puzzle pieces. They appear to be holding or presenting the pieces. The background is a textured, greyish-green wall.

5. Asking a co-worker if they have a candidate that matches an order.

SOLUTION

Fill out the Presentation Form which will help you develop matching skills.



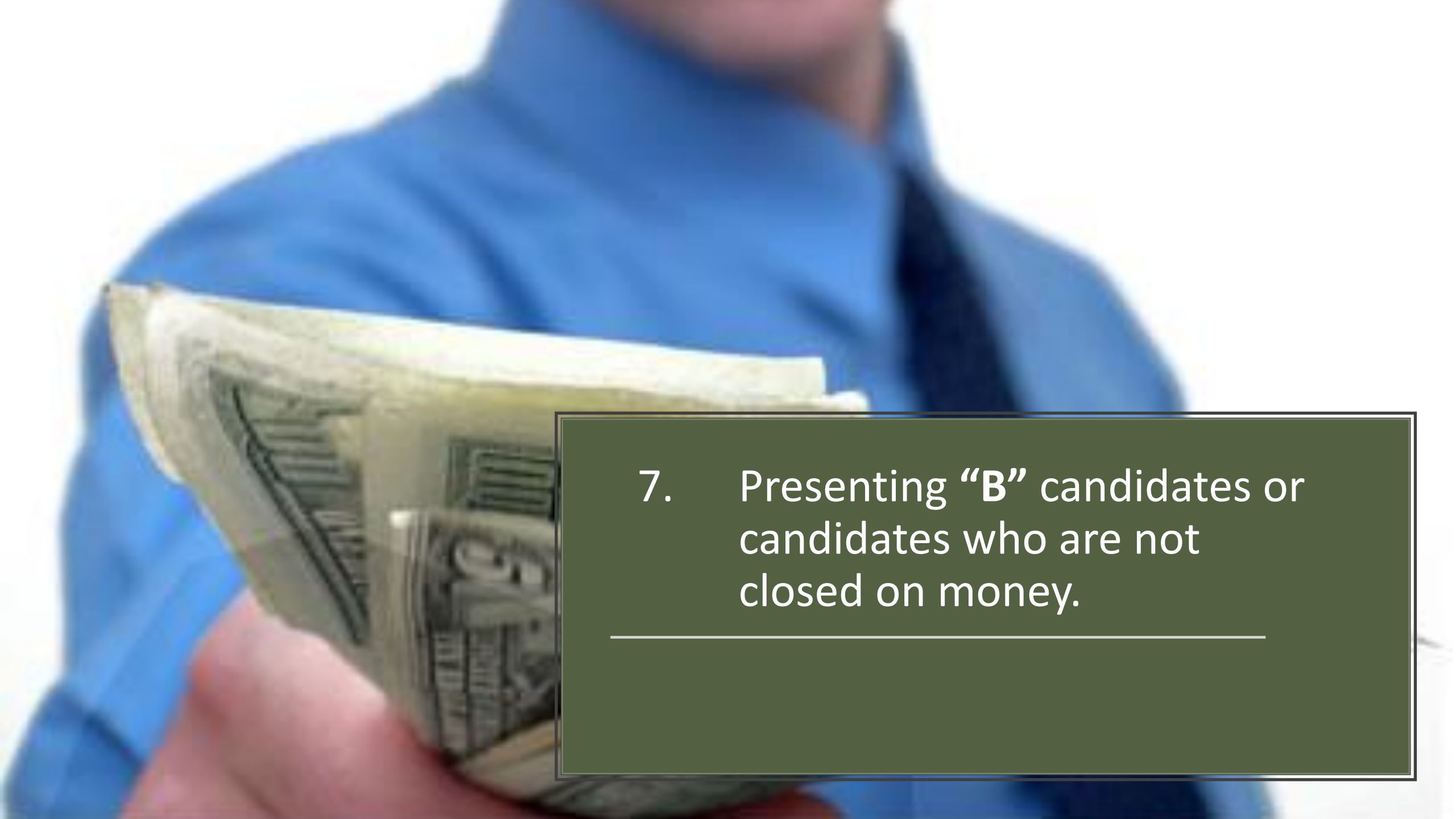
6. If working remotely, allowing constant distractions to limit your success.





SOLUTION –

When working remotely you must have a specified place to work and block out hours where you are not interrupted.

A close-up photograph of a person's hand holding a very thick stack of US dollar bills. The person is wearing a blue button-down shirt. The stack of money is so thick that it is slightly curved. The focus is on the money, with the person's face and the background being out of focus.

7. Presenting “B” candidates or candidates who are not closed on money.

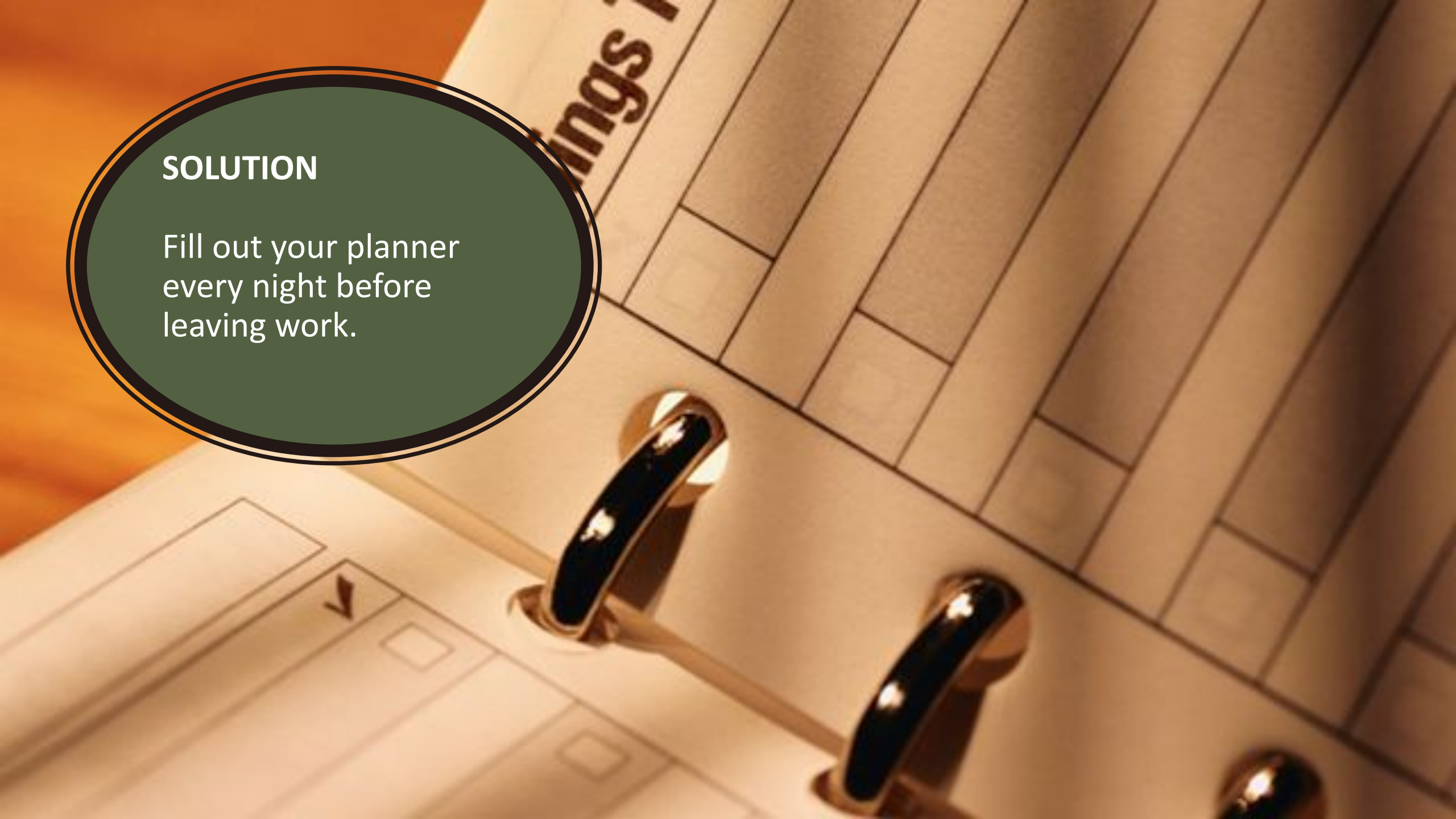
SOLUTION

Get back on your phone and recruit an “A” candidate who will go on the interview with a serious level of interest.



8. Arriving at work without a plan.





SOLUTION

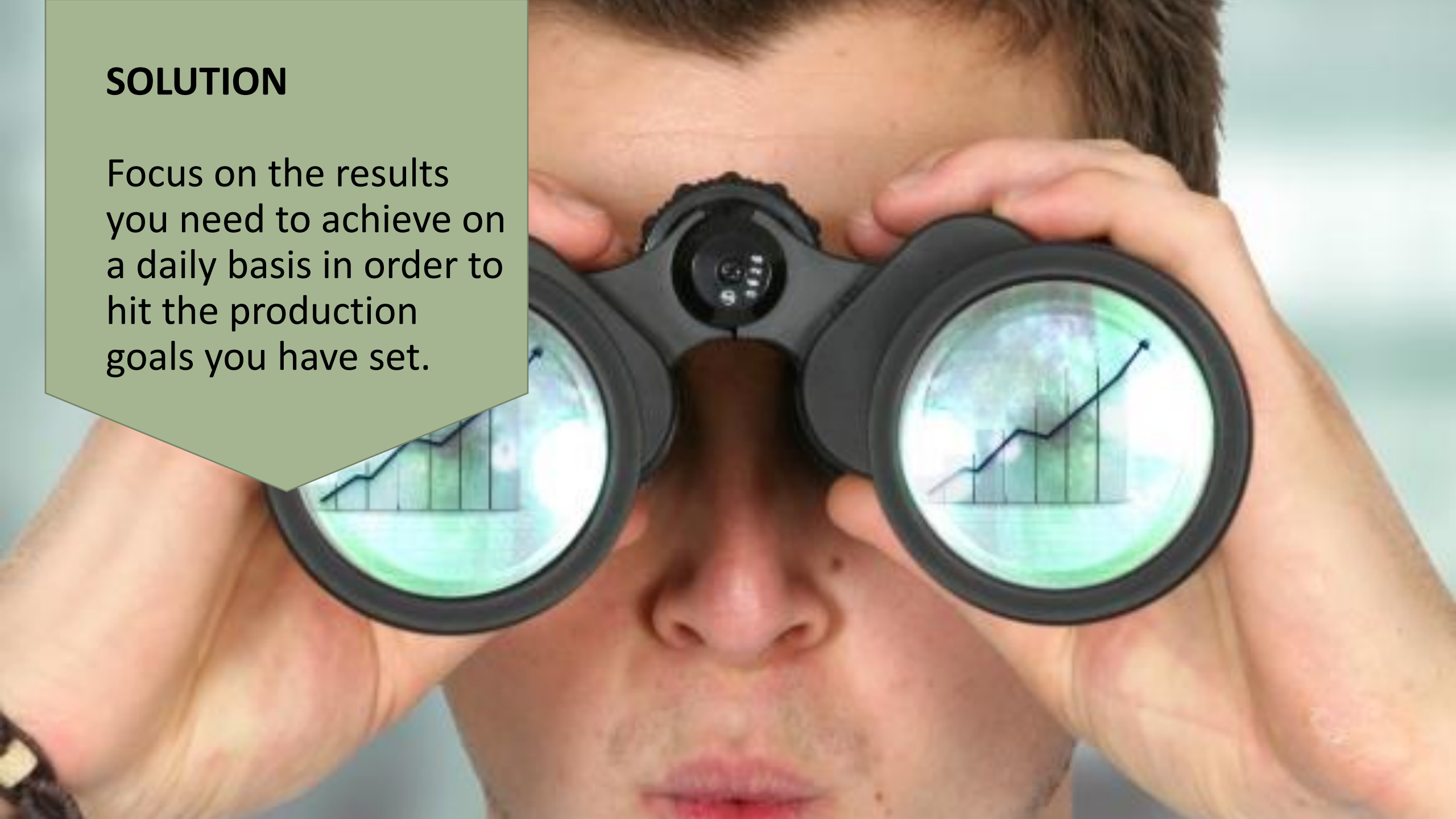
Fill out your planner
every night before
leaving work.

9. Focusing on
the number of
calls you make
each day.



SOLUTION

Focus on the results you need to achieve on a daily basis in order to hit the production goals you have set.





10. Talking to the same people over and over and over again.

The background of the slide features a light blue gradient with a network of white dashed lines and circles. Silhouettes of business professionals in suits are scattered throughout, some standing, some shaking hands, and some holding documents. A large, semi-transparent white circle is positioned on the left side, partially overlapping the text.

SOLUTION

Talk to at least twenty new people every single day.

BENEFITS OF IMPLEMENTING SOLUTIONS:

- You will develop better time management skills.
- Your production will improve.
- Time management techniques will add hours to your day.
- You will work less and achieve more.

QUESTIONS?

