EMS Recruitment KPI

Sourcing Metrics
Metric # 1 - Candidate Pipeline

Arguably the most important metric.

- How many applicants are currently in the pipeline?
- How long does each stage take to complete?
- How long does it take to hire a high-target employee at your company?
Metric # 2 - Time to Interview

• The amount of time (in hours and days) it takes to schedule an interview after a quality application has been submitted.

• This is a better metric than Time-to Hire (which places the emphasis on speed and not quality.)

• A good recruiter needs to be able to convert 75% of quality employment applications to a scheduled interview in less than 5 days.
Metric # 3 - Candidate Quality

- Define, in a measurable format, what constitutes a quality candidate.
- Train every hiring manager on the use of interviews, tests and job specific candidate criteria.
- Track the number of quality candidates entering your pipeline each week.
Metric # 4 - Candidates per hire

Track the total number of candidates for each position for a specific time period.

Compare this to the actual number of candidates hired in the same time period.
Metric # 5 - Recruitment sources

- Track the referral source of quality candidates by the specific advertiser, online job portal, local colleges, employee, etc.

- This metric is the basis for future campaigns and recruitment budgets.
Legal considerations
The information contained in this presentation is educational and intended for informational purposes only. It does not constitute legal advice, nor does an attorney-client relationship exist.

If you are in need of legal advice, you should seek the help of an independent, trained and licensed attorney in your jurisdiction.
What you need to know...

Title VII Civil Rights Act

Age
Disability
Equal Pay/Compensation
Genetic Information
Harassment
National Origin
Pregnancy
Race/Color
Religion
Retaliation
Sex (Gender Identity)

FCRA
US Bankruptcy Code
Immigration and Nationality
Job Posting/Descriptions

Functions of Position

Job Relatedness

Diversity Considerations

Digital Native

Lifting

Map Reading

Recent Grad
Mr., Ms., Mrs.
Dates of Birth
Education Dates
Criminal History
Interviews

Job Related Questions

Notations on application or interview form
Pre-Employment Testing

- Written Test
- Practical Evaluations
- Medical Screening
- Drug Screening (MRO)
Background Checks

40% Lie on resume

Criminal History (ban the box)

OIG/SAM

Driving Record

Call past employers! Speak to immediate supervisor
Hiring Decision