



RECRUITING PROCESS ADVISORY

Time-to-Fill Improvement Plan

A stage-by-stage diagnosis of where hiring time is lost, with five targeted fixes, owners, and a 90-day plan to measure the result. Sample shown with illustrative data.

68

Current average days to fill

45

90-day target

23

Days of delay identified

62%

Of delay sits in scheduling and feedback

1 Where the time goes

Average days spent in each stage across the last 12 filled requisitions, compared with the target for each stage.

Stage	Actual	Target	Gap
Requisition approval to posting	6	3	
Posting to first phone screen	12	10	
Phone screen to hiring manager review	11	4	
Hiring manager review to panel interview	15	8	
Panel interview to decision	10	6	
Decision to accepted offer	14	14	On target
Total	68	45	23 days

2 Five fixes

#	Action	What changes	Days saved
1	Pre-approved posting templates	Standard job description and posting language approved once per role family, so approval to posting takes one business day.	3
2	48-hour review standard	Hiring managers receive a GO and Partial slate with summaries and commit to review within two business days.	7
3	Panel time held in advance	At intake, the hiring manager blocks two 90-minute panel windows for the following three weeks.	6
4	Candidate self-scheduling	Candidates book from open panel windows through a scheduling link instead of email back and forth.	3

#	Action	What changes	Days saved
5	Same-day score sheets	Panel interviewers submit score sheets within 24 hours; recruiting circulates the panel summary within 48 hours.	4
Total			23

3 90-day plan

DAYS 1 TO 30

Set the standard

- Publish the 48-hour review standard
- Build posting templates for top 5 role families
- Add panel windows to the intake form

DAYS 31 TO 60

Pilot

- Pilot self-scheduling on 3 requisitions
- Track stage times weekly
- Collect hiring manager feedback

DAYS 61 TO 90

Measure and scale

- Compare pilot vs. baseline stage times
- Roll out to all requisitions
- Report results to leadership

How we will measure it

- Average days to fill, overall and by stage, reported in the weekly recruiting status report.
- Percentage of slates reviewed within 48 hours and score sheets returned within 24 hours.
- Offer acceptance rate and candidate experience survey scores, to confirm speed does not reduce quality.

Sample document. Organization details removed; figures are illustrative.