Efficient Candidate Screening for Better Shortlists

Best Practices for Initial Applicant Filtering

Efficient candidate screening at the early stage of recruitment is essential for improving both the quality and speed of hire. By integrating automation and structured review methods, hiring teams can quickly filter applicants and focus on the most suitable candidates.

Killer Question Feature

A key feature in early screening is the use of "killer questions"—simple yes/no questions that immediately determine whether a candidate can proceed to the application form stage.
Example:

Do you have the right to work in the UK ? (unless sponsorship is available)

If the answer is “No,” the system displays an automatic message:

“Sorry, we can’t progress with your application at this time.” or your choice of message and tone.

This saves time for both candidates and recruiters by ensuring only eligible candidates can progress and complete the application form. Killer questions or not to use them is application form specific.

Enhancing Quality of Hire with Job Specific Questions (JSQs)

JSQs are customisable questions aligned with each role's requirements and can be set up for every vacancy if required. The questions use dropdown selections with scoring rules applied in the background and can be grouped by job types.

Example:

- *What's your highest qualification?*
- If the role requires a PhD, higher educational levels are scored accordingly.

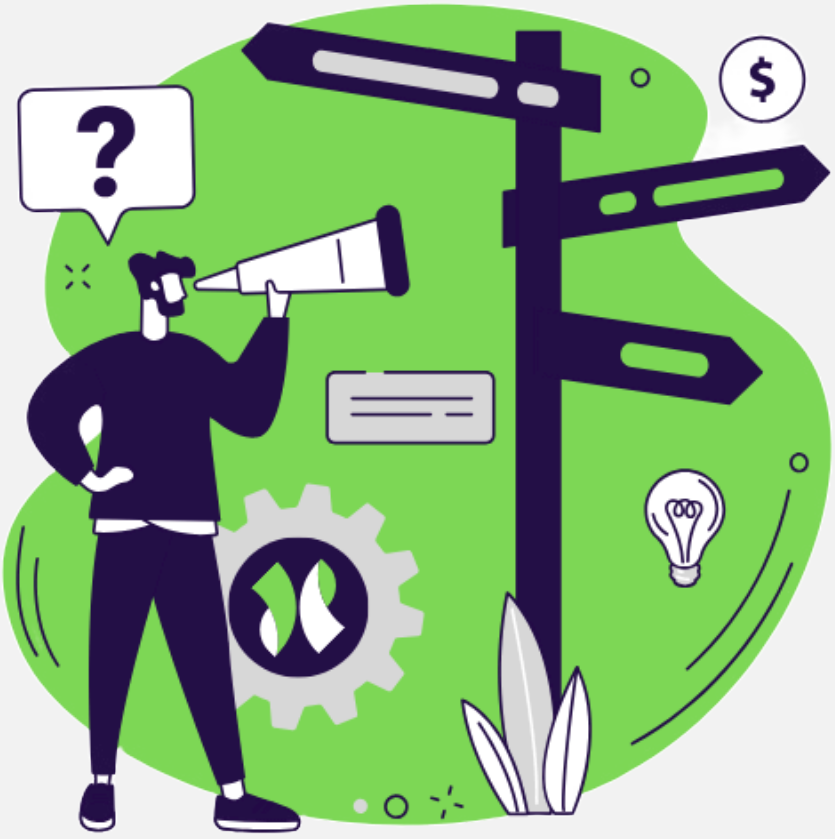
Candidate responses are automatically scored, and totals are presented on the internal view of the candidate's record.

Efficiency Gains: Time & Speed to Hire

Manual review of applications is time-intensive. For instance:

- 100 applications over a weekend
- 1.5 minutes per CV = over 2 hours of screening time

Using auto-scoring and filters, recruiters can shortlist candidates based on total score, highest to lowest, significantly reducing screening time and accelerating time-to-hire.



Fair Hiring with Anonymised Applications for Blind Shortlisting

To ensure a fair, bias free process:

- Hiring managers are given access to redacted CVs and anonymised application forms.
- Hireserve enables assessment questions grouped by role type (e.g., business support, teaching staff).
- Each question is weighted as essential or nice to have so each assessor or hiring manager is guided to make objective decisions. Each decision carried a free-type field for the assessor's opinion and a weighted scored answer.

This structure supports inclusive and unbiased hiring on a level playing field.



Visual Ratings and Bulk Filtering using RAG rates

Candidates are rated using a star system with clear visual indicators:

- Green – Strong candidate, take forward to the next step
- Amber – Potential candidate, maybe review again as a second round.
- Red – Unqualified candidate for this role.

This system helps hiring managers quickly identify top applicants and filter out unsuitable ones from high-volume application pools.