

How to Improve your Time-to-Fill Metric: Accelerated Search Model

Professional Development Institute
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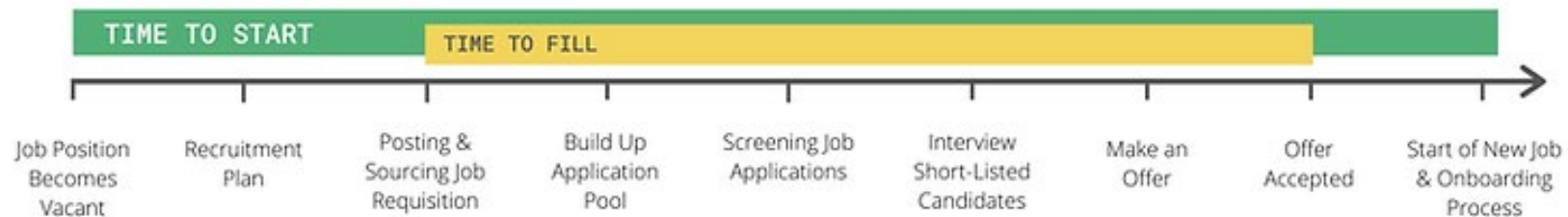
Takeaways

- Tracking time-to-fill
- Benefits of using the accelerated search model
- How accelerated searches work and are different from standard searches
- Other tips for accelerating hiring
- *Reminder that “fast” is only one piece of the puzzle



Time-to-Fill Metric

- Time between when the job is posted and when the candidate accepts the job offer.
- Indicates how efficient the search process is in filling a vacant position.
- National benchmark: 36 days*
- CSU benchmark: 76 days
- One key recruitment metric to help plan your hiring process.



[*SHRM Talent Acquisition Benchmarking Report](#)

Tracking Time-to-Fill

Colorado State University logo and navigation bar (Home, Postings, Shortcuts).

Page Title: Admin Professional/ Research Professional Postings

Search filters: Saved Searches (dropdown), Search button, More Search Options (dropdown).

Search results summary: (Global) - Admin Professional/Research Professional Postings, (Group) - Time to Fill, 1499 results.

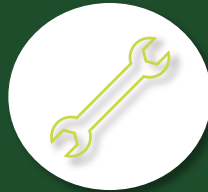
Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	Posted Date	Filled Date	(Actions)
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- User group: Applicant Manager
- Saved Search: Time to Fill
- Filter for your department
- Difference between:
 - Filled date (when the hiring proposal was approved)
 - Posted date (when the posting was approved and posted)
- Export to excel for more analysis

Why focus on accelerated searches?

The greatest labor trend in 2022 is the demand to recruit, hire, and retain great talent.

~ *The Society for Human Resource Management (2022)**



Current resource in our toolbox only used by 34% of eligible searches

Essential to stay competitive, hire top candidates, save on resources, and net talent faster





Accelerated Search Process

Accelerated Search Process: Key Pieces



Eligibility

Non-director AP positions that pay \$80,000 or less



Search model

Hiring authority and at least one other individual serve as the modified committee

* Can involve additional stakeholders in the process/interviews

Hiring Authority does not need to be search chair trained though training is highly encouraged

EO Coordinator must be included in this process



Advertising and recruitment

Must advertise for a minimum of 2 weeks and 1 week

Must advertise broadly

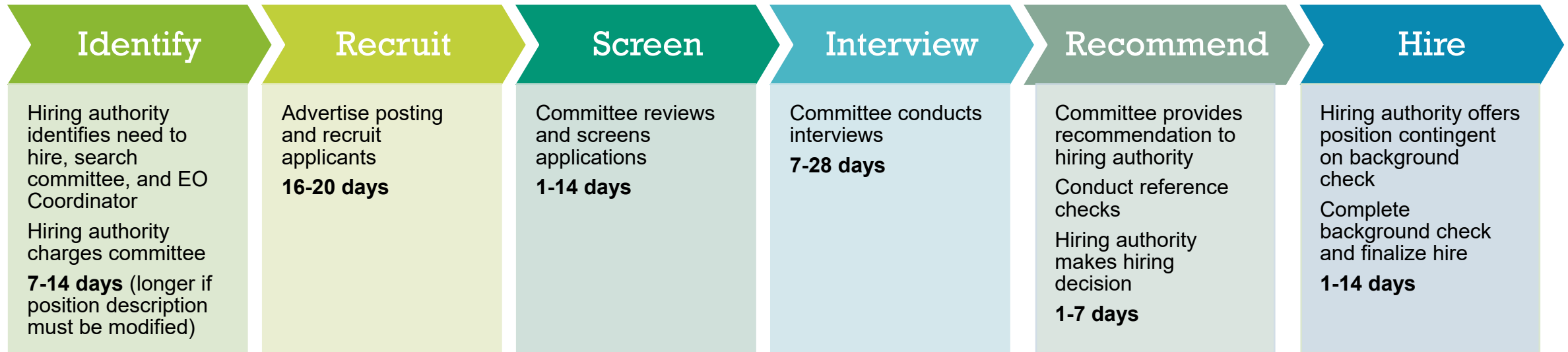
*Cannot limit recruitment to only internal candidates

Standard Search v. _____ Accelerated Search

Standard Search Process	Accelerated Search Process
Default search process for all positions	Modified process for any non-Director AP position that pays \$80k or less
Search committee model <ul style="list-style-type: none">• Search chair leads a committee of 2+ individuals (along with an EOC)• Search committee makes final recommendation to the hiring authority	Supervisory model <ul style="list-style-type: none">• Hiring authority and 1+ individual(s) (along with EOC)• Modified committee makes all search/hiring decisions• Can include additional stakeholders in the interviews for input
Advertising requirement <ul style="list-style-type: none">• AP: 3 weekends and 2 weeks• TT: 4 weekends and 3 weeks• Must advertise broadly	Advertising requirement <ul style="list-style-type: none">• 2 weekends and 1 week• Must advertise broadly
Average total time <ul style="list-style-type: none">• 76 days (including weekends)	Average total time <ul style="list-style-type: none">• 58 days (including weekends)
Benefits <ul style="list-style-type: none">• Includes many stakeholders via committee	Benefits <ul style="list-style-type: none">• Shorter advertisement requirement• Hiring authority directly involved• Modified committee<ul style="list-style-type: none">• Reduces required time• Reduces required resources
Challenges <ul style="list-style-type: none">• Time to fill• Resources• Candidate experience and retention	Challenges <ul style="list-style-type: none">• May need to extend recruitment period if pool is too small• More is asked of hiring authority

Standard Search Process

Default search process for all faculty and AP positions



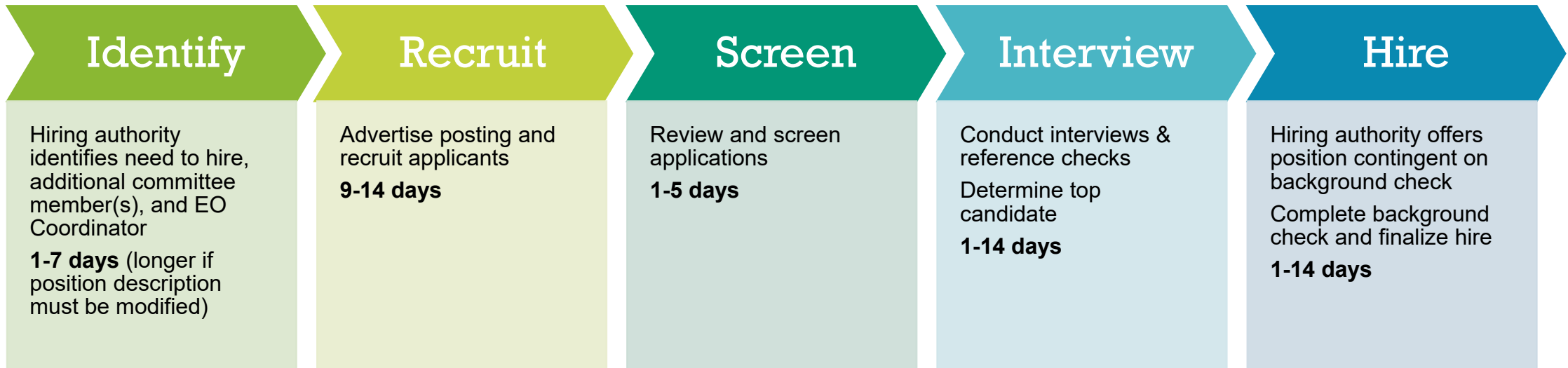
Faculty and some AP staff hiring is conducted through the use of a search committee via the standard search process. The role of the search committee is to identify, recruit, evaluate and recommend candidates to fill positions.

For more information, please visit the OEO website:

- [Summary of the standard search process](#)
- [Types of searches at CSU](#)
- [Other search process resources](#)

Accelerated Search Process

Faster, alternate search process for any AP, non-director level position that pays \$80,000 or less



Accelerated for 3 key reasons:

- Shorter advertisement requirement
- No search committee: it is the hiring authority and at least one other person conducting the search
- No recommendation stage


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Additional ways to accelerate hiring

- Review applications for minimum quals as they are received (do not wait for full consideration date)
- Smaller pools may move straight to finalist interviews
- Identify ideal timeline and schedule holds for meetings/interviews ASAP



JANUARY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 	3	4	5	6 Recruitment/ Screening Period	7
8	9	10 Recruitment/Screening Period	11	12	13	14
15 Full Consideration Date	16 Review Applicant Materials*	17 Semifinalist Selection	18 Schedule Interviews	19	20 Semifinal Interviews	21
22	23 Semifinal Interviews	24	25 Finalist Selection	26 Schedule Interviews	27	28
29	30 Final Interviews	31				

*Review of application materials may occur as soon as they are received in the system during the recruitment period.

FEBRUARY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 Final Interviews	2	3	4	
5	6 Final Committee Discussion	7 Reference Checks	8	9	10 Offer	11
12	13	14 BGC	15	16	17	18
19	20	21	22	23	24	25
26	27	28 				



Faster is just one piece of the recruitment puzzle

- **Ensure** an equitable and consistent process that identifies and hires top talent
- **Mitigate** implicit bias
- **Create** positive and inclusive experiences for applicants
- **Engage** in outreach and recruitment that highlights why work at CSU
 - Benefits, leave, employee study privilege
 - Connect candidates with key stakeholders

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Thank you



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