



# How to Speed Up the Interview Process

Slow, disorganized interview processes are a top reason companies lose out on top candidates. According to LinkedIn, 70% of job seekers lose interest if they don't hear back within a week of an interview. In today's market, speed and clarity are critical.

⚠️ **Remember:** Candidates heavily weigh whether their interview feels like a priority when choosing between offers. A smooth, timely process signals efficiency, respect, and strong follow-through.

Here's how to streamline your internal decision-making and move faster, without sacrificing quality.

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## Your Team's Checklist for Speeding Up the Interview Process



### **Align Early on Role Requirements**

- Finalize the job description before posting.
- Clearly define "must-have" vs. "nice-to-have" skills.
- Get alignment among all decision-makers on what success looks like in the role.



### **Set and Share a Committee Timeline**

- Map out every step: resume review, interviews, feedback deadlines, decision points.
- Share the timeline with all involved parties including HR, interviewers, and leadership.
- Tip: Build in buffer time but set expectations that timelines must be respected.



### **Pre-Block Interview Slots**

- Before sourcing begins, block time on interviewer's calendars (e.g., 3-4 time blocks per week for 2-3 weeks).
- Use shared calendars or scheduling tools to make booking seamless.
- This avoids delays and shows candidates you're serious.

### ✓ **Limit Interview Rounds**

- Avoid dragging candidates through unnecessary rounds.
- Consolidate to 2-3 high-impact interviews, ideally within the same week.
- Eliminate duplicate questioning by coordinating interviewer focus areas.

### ✓ **Empower a Primary Decision-Maker**

- Assign a single owner (usually the hiring manager) who makes the final call.
- Input from others should inform, not delay, the decision.

### ✓ **Require Timely Feedback**

- Set a hard deadline: feedback must be submitted within 24-48 hours of each interview.
- Remind your team that slow feedback often equals a lost candidate. Set calendar reminders for feedback due.
- Consider using structured feedback forms for faster responses.

### ✓ **Streamline Offer Approvals**

- Pre-align on salary range, start date flexibility, and perks to avoid delays.
- Draft offer letter templates in advance so approvals take minutes, not days.
- Reduce unnecessary offer escalations or “final-final” approvals.

### ✓ **Adopt a Candidate-First Mindset**

- Treat your hiring process like the a critical project that it is.
- Top candidates are often interviewing with 3+ other companies at once.
- Speed = competitive advantage.

### ✓ **Close Strong and Fast**

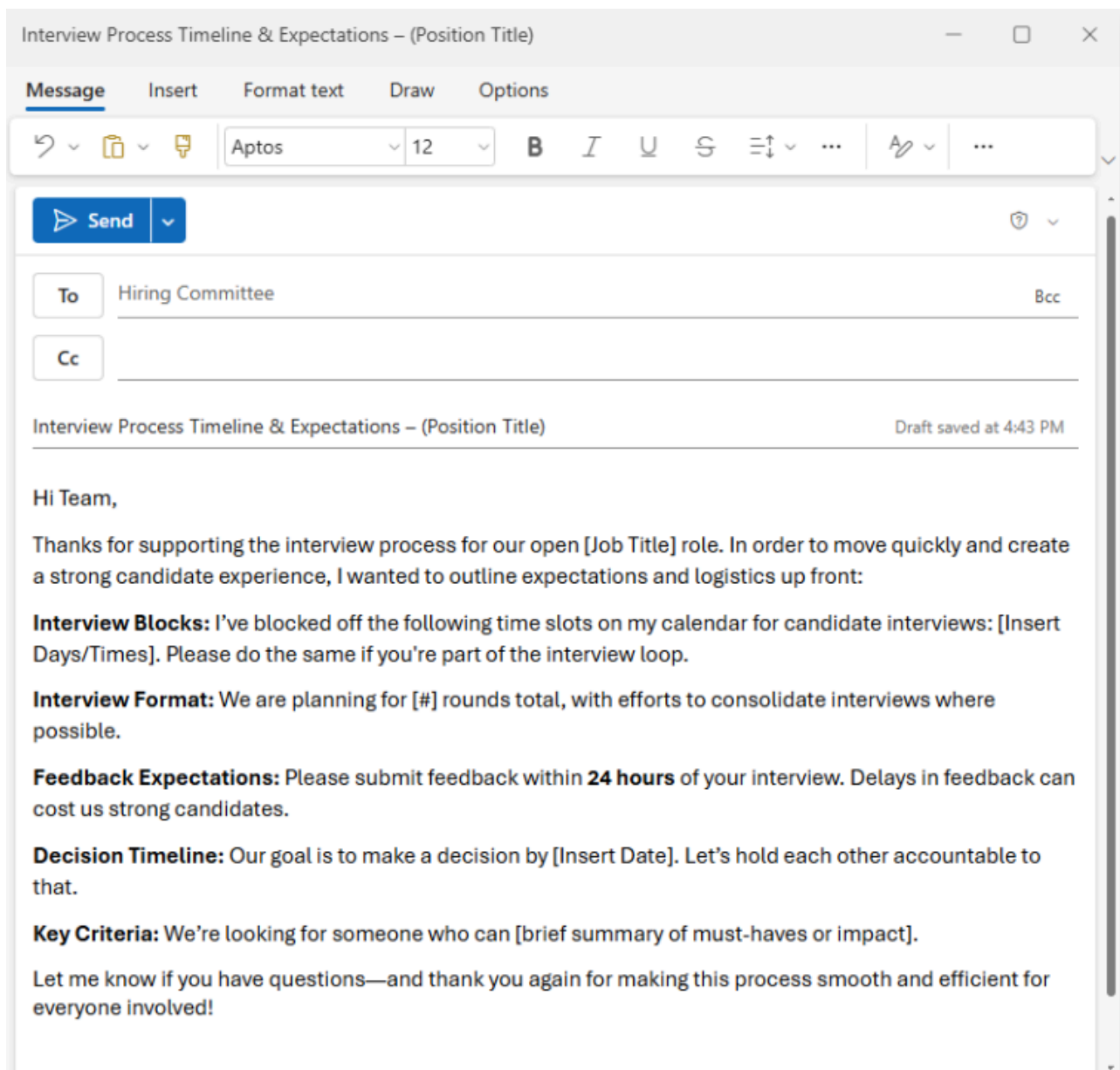
- Make the verbal offer as soon as a decision is made.
- Follow up with the written offer same-day when possible.
- Have a counteroffer strategy ready - this shows preparedness and confidence.

### ✓ **Set Expectations With Your Team**

- Send a kickoff email to everyone involved in the process.
- Outline timelines, expectations, and responsibilities clearly from the start.
- Reinforce the urgency and importance of candidate experience.



**See next page for email template example**



Tell me more!

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