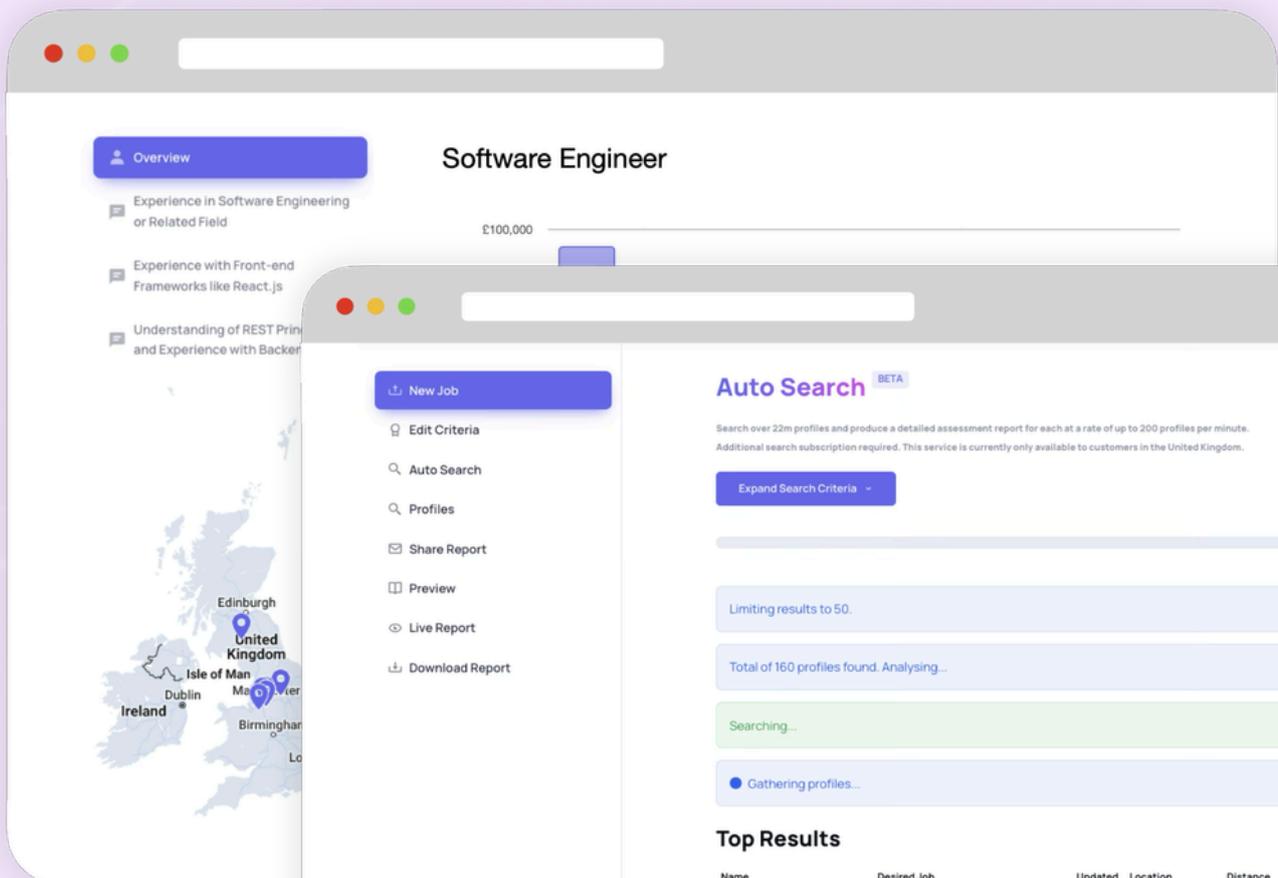




Recruitment Delivery Time-Leak Guide

How high-performing agencies reclaim 8-12 hours per recruiter per week

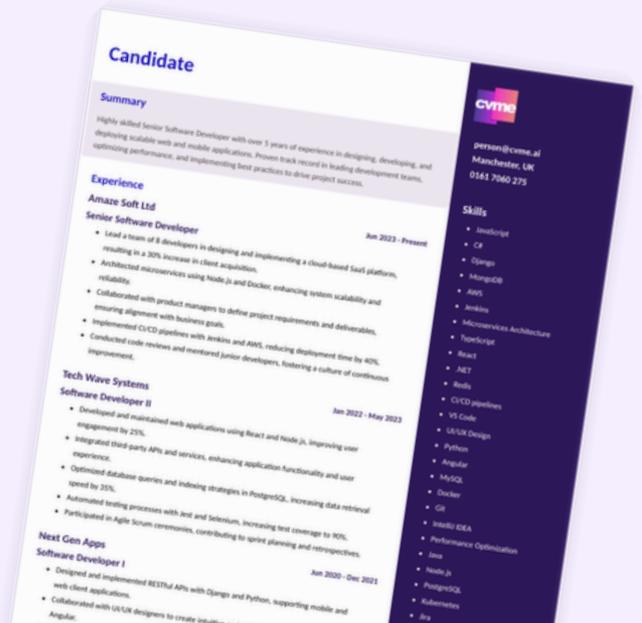




Recruitment Delivery Time-Leak Guide

Recruitment leaders often have a delivery capacity problem, losing hours each week to work that does not directly source, engage, or place candidates.

High-performing agencies still do this work, but they reduce the time it takes. Tasks that consume hours elsewhere are compressed into minutes through standardised workflows and tooling.



We've created this guide to help you:

- ✓ Identify where the delivery time is being lost
- ✓ Compare your operation against high-performing agencies
- ✓ Decide what to fix with process, and what may require technology

The four biggest delivery time leaks

Lost time rarely comes from a single issue, but instead accumulates across repeatable delivery tasks that feel routine but compound across roles and teams.

1. CV formatting and candidate presentation

CVs are reformatted manually before submission. Templates differ by consultant. Branding and structure vary. Formatting is often done under time pressure.

Industry comparison

Typical agencies spend 5–8 minutes per candidate formatting and checking CVs.

High-performing agencies reduce this to under 2 minutes through standard templates, centralised admin support, or automated formatting tools.

 In teams handling 10 submissions per recruiter per week, **this difference equates to 30–60 minutes reclaimed per recruiter**

If it takes more than 10 minutes from candidate selection to client-ready submission, formatting is consuming delivery time.

2. Job understanding and criteria clarity

Role requirements are spread across emails, calls, and notes. Must-have criteria are unclear. Search parameters change after sourcing begins.

Industry comparison

Less structured teams spend 2–3 hours across clarification loops.

High-performing agencies move from brief to agreed search criteria in 15–20 minutes.

- ⚡ Agencies that reduce this gap typically use structured intake questions, written criteria sign-off, and tools that convert job descriptions or call notes into draft search criteria for review.

If search criteria change more than once after sourcing has started, time is being lost upstream.

3. Sourcing and search setup

Search strings are rebuilt from scratch for each role. Market terminology lives in individual heads. Junior recruiters take significantly longer than senior staff to reach usable results.

Industry comparison

New starters can take two hours or more for the same role.

Experienced recruiters set up standard searches in 10–15 minutes.

- ⚡ High-performing agencies reduce variance using shared search playbooks, job board aggregation, and search-assist tools that suggest titles, keywords, and Boolean logic based on role requirements.

If two recruiters produce very different searches for the same role, your process depends on individuals rather than shared systems.

4. Shortlisting and decision consistency

Large volumes of CVs are reviewed in full. Scoring varies by recruiter. Decisions rely on repeated explanation and re-review.

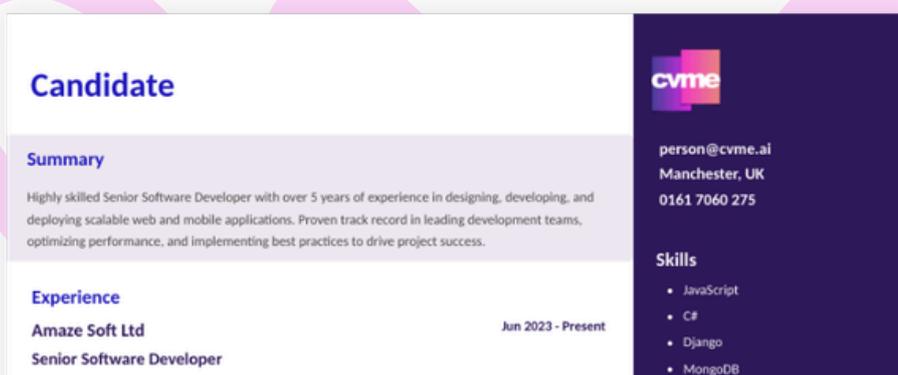
Industry comparison

Less efficient teams review 50–100 or more for the same outcome.

High-performing agencies review 15–25 CVs to reach a viable shortlist.

- ⚡ Agencies that reduce this ratio use agreed scoring criteria, simple pass/fail screening, and automated matching to remove rework.

If your CV-to-shortlist ratio regularly exceeds 30:1, time is being lost either in search quality or screening consistency.



How high-performing agencies reduce delivery time

Tier 1:

Process fixes

- ✓ One agreed CV template used by all consultants
- ✓ Structured intake questions for every role
- ✓ Written must-have and nice-to-have criteria
- ✓ A simple scoring rubric applied consistently

Many agencies recover three to five hours per recruiter per week through process changes alone, based on internal delivery audits run by operations teams.

Tier 2

People and structure

- ✓ Admin or delivery support handling formatting and submissions
- ✓ Clear separation between sourcing and closing in larger teams
- ✓ Shared search documentation for repeat roles

Improves consistency and quality, but additional capacity usually requires additional headcount.

Tier 3

Technology support

- ✓ ATS templates and workflow automation
- ✓ Job board aggregation to reduce platform switching
- ✓ Tools that assist with criteria extraction, search logic, and candidate scoring
- ✓ Consolidated delivery platforms that combine multiple steps into one workflow

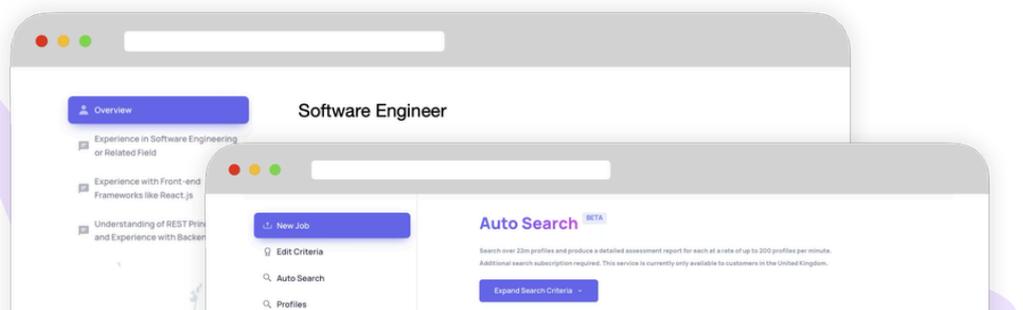
Agencies reach this stage once process improvements no longer free enough time. Some assemble multiple tools. Others adopt platforms such as CVME, which combine CV formatting, search support, and candidate scoring in one system.

When technology becomes the right decision

Technology tends to make sense when:

- Read the “what it looks like” signals
- Compare them to how your team delivers today
- Choose one measurement to track during the pilot
- Run the suggested quick pilot tes

Any tool should be tested on live roles, measured before and after, and reviewed within weeks.



An option to consider

For agencies that reach the point where manual fixes are insufficient, **CVME is one platform designed to reduce delivery admin.**

- ✓ Format CVs in approximately **10 seconds per candidate**
- ✓ Run candidate searches in approximately **30 seconds** using built-in UK job board access



Start a 14-day trial

Start a 14-day trial with unlimited credits and full access to the CVME database.

Start here

- ✓ Standardise your agency's branding and produce perfect CVs, tailored to each role, in less than 30 seconds
- ✓ Search across more than 22 million profiles in minutes with incredible accuracy and clear, auditable results
- ✓ Present your candidates to clients and prospects and share automatically mapped salary insights to help drive consultative feedback



The screenshot shows a candidate profile on the CVME platform. It includes a profile picture of a man with glasses, a summary of his experience as a Senior Software Developer, contact information (person@cvme.ai, Manchester, UK, 0161 7060 275), a list of skills (JavaScript, C#, Django, MongoDB, AWS, Jenkins, Microservices Architecture, TypeScript, React, .NET), and a detailed experience section for Amaze Soft Ltd (Jun 2023 - Present) and Tech Wave Systems (Jan 2022 - May 2023). The experience at Amaze Soft Ltd includes leading a team of 8 developers, architecting microservices, collaborating with product managers, and implementing CI/CD pipelines.

