23 THINGS RECRUITERS MUST DO IN
2023

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by **Ikiru People**

Introduction

As we embark into 2023, the job market is evolving rapidly, and recruiters are facing new challenges and opportunities. With the rise of automation and artificial intelligence in the hiring process, the growing demand for diversity, equity, and inclusion in the workplace, and the shift toward remote work, recruiters must be adaptable and proactive to stay competitive.

In this eBook, we will be exploring the 23 things that recruiters must keep in mind as they navigate this ever-changing landscape in 2023. From understanding the latest recruiting trends and technologies, to addressing DEI issues, we will provide an in-depth look at the key factors that will impact the job market in the coming year.

Stay tuned as we delve deeper into what recruiters need to know to be successful in 2023.

1. Efficiency vs. Inefficiency: Streamline Your Recruitment Process

Recruitment is a time-consuming process that requires a lot of effort and coordination.

One of the biggest challenges recruiters face is the amount of administrative work and time that goes into managing resumes, scheduling interviews, and keeping track of candidates.

This can be a major drain on resources and can take away from the time recruiters have to focus on finding and hiring top talent.

One solution to this problem is to streamline operations and be more efficient with Voyager Infinity's Microsoft Teams Integration and Microsoft Office 365 Integration.

This powerful tool allows recruiters to automate many of the administrative tasks associated with recruitment, such as resume management, scheduling interviews, and candidate tracking.

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2. Overcome the Challenge of Finding New Business Development Leads

Finding new leads for business development can be a challenging task, especially in today's competitive market.

With so many companies vying for the attention of potential clients, it can be difficult to stand out and make a lasting impression.

This is where Voyager Infinity's iResearch tool comes in.

Our iResearch tool is specifically designed to help businesses source new leads, by providing valuable insights and intelligence on potential clients.

The tool utilises advanced algorithms and data analysis to identify and prioritise leads that are most likely to convert, saving businesses time and resources.

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3. Efficiently Manage New Leads

Managing new leads efficiently is essential for any business looking to grow and stay competitive.

One way to achieve this is by creating leads from websites, CSV files, emails, and spreadsheets.

This allows you to create and organise your leads in a centralised location, making it easier to track and manage them.

Another important aspect of managing new leads efficiently is to bulk import your leads and assign specific activities to them.

This can include email campaigns, research projects, and business development activities.

By assigning specific tasks to your leads, you can ensure that they receive the appropriate attention and follow-up, increasing the chances of converting them into customers.

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4. Maximise Project Success Through Targeted Outreach

Contacting the right people for the right projects at the right time is a crucial aspect of any successful business.

It not only ensures that projects are completed on time, but it also helps to build strong working relationships with clients and colleagues.

In today's fast-paced business environment, it can be challenging to keep track of who to contact and when. This is where Voyager Infinity's e-nurture tools come in.

Voyager Infinity's e-nurture tools allow you to easily track emails and their outcomes. This means that you can see who has received your emails, who has opened them, and who has read them.

With this information, you can make informed decisions about who to contact and when.

For example, if you see that a particular client has opened your email but not replied to it, you may want to follow up with them to ensure they received the information they need.

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5. Master Email Communication

As a recruiter, one of the biggest challenges is keeping on top of the countless emails sent to candidates and clients daily.

With so much to do, it can be easy to let important emails slip through the cracks, which can lead to missed opportunities and lost relationships.

However, with the right tools, it's possible to stay organised and on top of your email communication.

One such tool is Voyager Infinity's Scheduled Automatic Comms.

Automatic Comms allows you to send specific emails to an automated schedule, making it easy to stay in touch with candidates and clients without having to constantly check your inbox.

For example, you can set up a "happy birthday" message to automatically be sent to candidates, or schedule a reminder to chase CV updates or send T&Cs.

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6. Eliminate Time-Consuming Manual Processes

Manual processes can be incredibly time-consuming and take away valuable time that could be spent on more important tasks.

One area where manual processes are particularly prevalent is in the recruitment process.

From sending emails to candidates to logging calls, these tasks can take up a significant amount of time and can be prone to errors.

However, with the right tools, it is possible to automate these tasks and free up valuable time.

One such tool is Voyager Infinity's Quick Steps tool, which allows you to automatically send emails when calls are logged.

For instance, the tool can be used to send terms and conditions templates to candidates. This eliminates the need for recruiters to manually send these emails and ensures that the process is consistent and accurate.

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7. Automate CV-Library's Manual Work

Book a Demo

CV-Library is a popular job board that offers recruiters access to a wide range of candidates across various industries.

While it can be a great source of talent, recruiting from CV-Library often involves a lot of manual work to import information into your CRM.

This can be time-consuming and can lead to errors, which can negatively impact your recruitment process.

Voyager Infinity is an advanced recruitment software that offers an integration with CV-Library to make the process of importing information much more efficient.

With this integration, recruiters can access CV-Library's vast repository of people and their CVs directly from within Voyager Infinity when searching against a vacancy and can use the same search criteria that they use in the CRM.

This eliminates the need for manual data entry and eliminates the risk of errors.

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Read more about this topic here

8. Streamline Sourcing Candidates from LinkedIn

Sourcing candidates on LinkedIn can be a costly and time-consuming process, with different results depending on the type of account used.

While a free account may give you access to a limited pool of candidates, a LinkedIn Recruiter or Sales Navigator account may offer more advanced search capabilities but they come at a higher cost.

Voyager Infinity streamlines this process by allowing recruiters to conduct multi-domain searches, going beyond LinkedIn, and searching up to 500 million online profiles in real time using our TalentGraph.

This powerful sourcing tool allows recruiters to find the best candidates from a variety of sources, including social media, job boards, and professional networks.

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9. Monitor Performance

Monitoring performance across a business can be a difficult task, especially for large organisations with multiple departments and teams.

To ensure that all aspects of the business are running smoothly, it is crucial to have a system in place for tracking key performance indicators (KPIs).

Voyager Infinity's KPI tracking tools provide a powerful solution for businesses looking to improve their performance monitoring capabilities.

One of the key features of Voyager Infinity's KPI tracking tools is their ability to track and Analyse data from multiple sources.

This means that businesses can easily gather data from different departments, teams, and systems to create a holistic view of their performance.

This allows businesses to identify areas of weakness and make improvements quickly and effectively.

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10. Bridge the Gap Between Front Office and Back Office

Filling the gap between front office and back office is a critical challenge that many businesses face.

The front office, or customer-facing side of the business, is responsible for generating revenue and building relationships with customers, while the back office, or administrative side of the business, is responsible for managing the day-to-day operations and finances.

However, these two sides of the business often operate far too independently, leading to inefficiencies, inaccuracies, and a lack of communication between departments.

Voyager's Mid-Office is designed to bridge this gap by streamlining the pay and bill process.

With scheduled reports, invoicing, payroll and more, this solution takes the hassle out of managing finances and operations.

By automating repetitive and time-consuming tasks, such as invoicing and payroll, Mid-Office allows employees to focus on more important tasks, such as building relationships with customers and growing the business.

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11. Ensure Candidate Compliance

Ensuring that all of your candidates are compliant with the laws and regulations of your country is a vital task for any recruiter.

One of the key areas that recruiters need to focus on is the verification of a candidate's right to work.

This is a legal requirement in most countries and failure to comply can lead to serious consequences for your business. It's important for all employment agencies and employment businesses, including those focusing solely on permanent recruitment.

To ensure compliance, recruiters should use candidate verification tools that are designed specifically for right to work checks.

These tools are designed to automate the process and make it easy for recruiters to verify the authenticity of a candidate's documents.

They also provide an auditable trail of the check, which can be important for compliance purposes.

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12. Automate Candidate Verification Process

Keeping track of candidate verification checks on an ongoing basis is an essential part of the recruitment process.

It ensures that the candidates meet the required qualifications and eliminates the risk of hiring unqualified or fraudulent candidates.

In the past, this process was time-consuming and tedious, requiring recruiters to manually chase candidates for their documents, qualifications, and certificates.

However, in today's digital age, it is possible to automate this process using technology.

One way to automate the verification process is using a CRM that integrates with verification services.

This allows recruiters to easily send requests for verification to candidates and track the status of their responses in real-time.

Additionally, a CRM can also automatically flag any discrepancies or missing information, alerting recruiters to act immediately.

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13. Communicate Faster with Candidates

In today's fast-paced world, it's more important than ever for recruiters to be able to communicate quickly and efficiently with candidates.

However, not everyone can pick up the phone or respond to emails instantly during working hours.

This can lead to delays in the hiring process and missed opportunities for both recruiters and candidates.

One way to overcome this challenge is by starting WhatsApp conversations via Voyager Infinity.

WhatsApp is a widely used messaging app that allows for instant, real-time communication.

By sending WhatsApp messages to candidates, recruiters can quickly and easily reach them, even if they are not available to take a call or respond to an email.

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14. Streamline Contract and Document Signing for Clients and Candidates

Getting clients and candidates to sign contracts and documents quickly and efficiently is crucial for any business, and Voyager Infinity's integration with e-signing tools such as Legalesign makes it easier than ever to do so.

E-signing tools like Legalesign allow businesses to generate, send, and track electronic documents for signature, streamlining the signing process and reducing the need for physical signatures.

By integrating with e-signing tools like Legalesign, Voyager Infinity makes it easy for recruiters to send documents for signature directly from the platform. This eliminates the need to switch between different systems, saving time and reducing the risk of errors.

Additionally, the integration with Legalesign allows recruiters to track the status of the document, so they know when it has been signed and when it is ready to be processed.

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15. Contacting Candidates Via SMS

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Manually contacting candidates via SMS and then logging everything in the CRM can be a time-consuming process for recruiters, and so most typically don't. It not only takes a lot of time to send individual messages to each candidate, but it also requires recruiters to manually keep track of all the conversations in the CRM.

This can lead to errors and inconsistencies, and ultimately slow down the hiring process.

Voyager Infinity offers a solution to this problem by providing a 2-way SMS feature that allows recruiters to communicate with candidates directly from the CRM. This means that all SMS conversations with candidates are automatically logged in the CRM, eliminating the need for manual entry.

Not only does this save recruiters time, but it also helps to ensure that all candidate communications are accurately recorded.

Read more about this topic here

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16. Streamline Timesheet Submission Process for Temp Workers

Getting temp workers to submit timesheets smoothly and efficiently can be a real challenge for recruiters and staffing agencies.

There are many different factors that can contribute to this problem, such as workers not having access to the right tools or not understanding how to use them.

However, with the right solution, it is possible to streamline the process and make it easy for everyone involved.

One solution that has proven to be effective is the use of an automated timesheet portal.

This type of solution allows recruiters and staffing agencies to register candidates and clients with the portal straight from Voyager Mid-Office.

Once registered, workers are emailed a link to their timesheets, which they can complete online using their phone, PC or tablet.

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17. Managing Temp Staff Availability and Shift Planning Efficiently

Managing temp staff availability and shift planning can be a time-consuming and complex task for any business.

However, with the right tools, it can be made much faster and more efficient.

One such tool is Voyager Infinity's Temp Planner, designed to help businesses find the best matches for compliant and available temp staff, and to bulk confirm bookings with the best temps recommended for the role.

The Temp Planner is colour-coded for clarity, making it easy to identify available temps and their qualifications. This helps businesses find the right temp for the job quickly and easily.

Additionally, the software allows businesses to bulk confirm bookings with the best temps recommended for the role, saving time and reducing the need for manual confirmation.

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18. Effective Issue Tracking and Future Planning

Finding ways of keeping track of issues that need addressing and planning future strategies is essential for any organisation.

One of the most effective ways to achieve this is using the business intelligence dashboards.

These interactive tools provide real-time access to data, allowing you to easily identify and track key performance indicators and other important metrics.

With a business intelligence dashboard, you can quickly and easily monitor the progress of your organisation, identify areas that need improvement, and plan future strategies.

This can include analysing sales data, tracking customer engagement, monitoring employee performance, and more.

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19. Improve Recruitment Rate

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Finding ways to place more existing candidates quickly is a challenge that many recruiters face.

In today's fast-paced job market, candidates expect quick results and recruiters need to be able to respond quickly to their needs.

One solution that can help recruiters place more candidates quickly is Voyager Infinity.

Voyager Infinity is a revolutionary recruiting software that allows you to source matching jobs for candidates with reverse searches.

This means that instead of searching for candidates to fill a job, you can search for jobs that match your existing candidates' skills and qualifications.

This allows you to quickly identify opportunities for your candidates and move them through the hiring process faster.

Read more about this topic here

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20. Automate Candidate Confirmation

In today's fast-paced world, time is of the essence. When it comes to hiring, delays in confirming bookings can lead to candidates losing interest or accepting other job offers.

To ensure that the recruitment process runs smoothly and efficiently, it's crucial to confirm bookings with candidates instantly.

Voyager Infinity is an innovative platform that sends automatic booking confirmations to candidates by SMS and email.

The platform uses a sophisticated algorithm that automatically sends booking confirmations as soon as the candidate is selected.

This eliminates the need for recruiters to manually send confirmations, saving them valuable time and effort.

The booking confirmation includes all the necessary details such as the date, time, and location of the interview, as well as the name of the interviewer.

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21. Implement Email Marketing

Sending marketing emails or newsletters to clients and prospects is an essential part of any business's marketing strategy. It allows you to keep in touch with your audience and keep them informed about your products and services.

However, in order to be effective, it is important to use a reliable and user-friendly email marketing tool. This is where Voyager Infinity comes in.

Voyager Infinity is a powerful customer relationship management (CRM) software that integrates with MailChimp. This integration allows you to easily import your contact lists and send targeted email campaigns to your clients and prospects.

With Voyager Infinity, you can segment your audience based on various criteria such as location, interests, and behaviour, and create personalised email campaigns that are tailored to their needs.

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22. Forecast Market Trends

Forecasting market trends is an essential aspect of business development, as it allows companies to focus their efforts on areas where they are most likely to succeed.

With the right tools and strategies, businesses can identify which sectors are performing well and adjust their strategies accordingly.

One powerful tool for forecasting market trends is Voyager Infinity, which offers detailed insights into various industries and sectors.

By analysing your data around economic and demographic trends, Voyager Infinity can provide businesses with a clear picture of which sectors are performing well and which are struggling.

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23. Eliminate the Cost of Bad Hires

Book a Demo

Bad hires can be a costly mistake for any business. Not only do they lead to decreased productivity and morale, but they also require time and resources to replace.

To avoid the cost of bad hires, it's important to have a thorough and effective hiring process in place.

One solution that can help with this is Voyager Infinity, a recruiting platform that comes with integration with online skills testing software.

The online skills testing solution ISV.online, provided by Voyager allows recruiters and hiring managers to assess a candidate's abilities and qualifications before making a hiring decision.

This can help ensure that the best candidates are selected for the job, reducing the risk of bad hires. The software allows recruiters to create and administer customised tests that are tailored to the specific requirements of the job.

This can include assessments of technical skills, cognitive abilities, and even personality traits.

Read more about this topic here

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Conclusion

2023 is shaping up to be an exciting and challenging year for recruiters. With the increasing use of automation and AI in the hiring process, the growing demand for DEI in the workplace, and the shift towards remote work, recruiters must be adaptable and proactive to stay competitive.

By focusing on the 23 things outlined in this eBook, recruiters can ensure that they are taking the necessary steps to attract and retain top talent in the coming year. From understanding the latest recruiting trends and technologies to creating positive candidate experiences, recruiters can be well-prepared for the challenges and opportunities that lie ahead.

Remember, that technology and the job market are constantly evolving and therefore, it's essential to be open to change and be willing to learn new skills and strategies to stay ahead of the curve. With the right mindset and approach, recruiters can successfully navigate the job market in 2023 and beyond.

In addition to the functionality discussed in this eBook, there is also a team of knowledgeable training, support, and account management staff at Ikiru People, who are there to offer continued support and assistance including free scheduled webinars and masterclasses running twice a month. With a Trustpilot review level of 5 stars, we are proud to say our service levels are the best in the industry.

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Don't miss this opportunity to learn more about how **Voyager Infinity** can help you stay competitive in the job market.

Book a demo today and discover how our platform can help you attract and retain top talent in 2023 and beyond.

Are you **tired** of sifting through countless resumes and **struggling** to find the best candidates for the job?

Look no further than Voyager Infinity. Our recruiting platform offers a range of tools and features, **including online skills testing and candidate tracking**, to help you **streamline** your hiring process and make better hiring decisions.

With Voyager Infinity, you can easily filter candidates based on specific criteria to ensure your **clients are getting the best possible candidates** for their needs.

Book a demo today to see how our platform can help you attract and **retain top talent in the ever-evolving job market.**