

Recruiter Time Usage Survey

Name: _____

Date: _____

Hours: _____ (avg. worked per week)

Activity % of time* Activity definition

Admin/Clerical: % Reporting, prep documents, scheduling interviews, logging and tracking

Research: % Name gen, searching job boards, search ATS, calling for information, etc.

Sourcing: % Finding qualified prospects for the “Recruiting” function to work with

Client Support: % Client coaching, counseling, needs assessing, presenting, recommending, etc.

Recruiting: % Candidate development, interviewing, final screening, following-up

Closing: % Final candidate processing, negotiating offer, making offer, getting commitment

Other: % Please describe

*% of time: On average, where your time is used... Make sure it totals to 100%!