# Candidate Drop-off Checklist

5 places hiring teams lose good candidates, and a quick fix for each.

How to use this: tick every box that is true for your hiring process today. Any box you cannot tick is a place where a good candidate may leave. Pick the one that hurts most and fix it this week.

## 1 Your job post

**CHECK YOURSELF**

- [ ] The role title matches what the job really is.
- [ ] The pay range or salary band is shown.
- [ ] Location or work mode (on-site, hybrid, remote) is clear.

> **QUICK FIX**
>
> Rewrite the first five lines of the post so a candidate knows the role, pay, location and next step in 30 seconds.

## 2 Your response time

**CHECK YOURSELF**

- [ ] Every applicant gets an acknowledgement.
- [ ] There is a fixed day by which they will hear back.
- [ ] One named person owns replies.

> **QUICK FIX**
>
> Set a reply deadline and keep two short templates ready: one for 'application received' and one for 'not moving forward'.

## 3 Your interview process

**CHECK YOURSELF**

- [ ] The number of rounds is told upfront.
- [ ] Each round has a clear purpose.
- [ ] The gap between rounds is shared with the candidate.

> **QUICK FIX**
>
> Share the full process in the very first call: rounds, who they will meet, and the expected timeline.

## 4 Your feedback loop

**CHECK YOURSELF**

- [ ] Candidates hear back after every interview, even when the answer is no.
- [ ] Feedback goes out within days, not weeks.
- [ ] Rejections are respectful and specific.

**QUICK FIX**

Block 15 minutes right after each interview round to send a one-line update to the candidate.

## 5 Your offer stage

**CHECK YOURSELF**

- [ ] Salary expectations are discussed early, not at the end.
- [ ] The offer is ready soon after the final round.
- [ ] The candidate knows when to expect a decision.

**QUICK FIX**

Ask about compensation in the first conversation, and get approvals ready before the final round.

Start small. Fixing one gap this week is better than planning five fixes for next quarter.

## Need help closing these gaps?

GetWorkz supports companies with RPO, IT recruitment, healthcare staffing, executive search and offshore recruitment. Tell us where your hiring slows down, and we will help you fix it.

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