Quickly Close your Time to Fill Gap with these 7 Background Check Tips

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Time to Fill refers to how long it takes your organization to fill a position, from job posting to accepted offer. It is an important recruiting metric and KPI for recruiters, and a great indicator of how efficient your recruitment processes and operations are running.

Without a sense of how long it takes you to fill open positions, your strategic hiring plan won't get off the ground. If, for example, you budget a month to staff up for the summer, when your average Time to Fill is two months, then you're in for some serious overtime as you scramble to fill all your open roles. Or, if you've calculated your average Time to Fill but haven't broken it down by type of role, you may find yourself under or overestimating how long it takes to fill crucial positions. Web developers, salespeople, and cashiers will all have different recruiting footprints.

As the workplace evolves and technology advances, you would think the hiring process is more efficient. It can be. However, many companies have not evolved or streamlined their internal processes to take advantage of technology efficiencies. In this paper, we address some of the challenges of measuring Time to Fill, and we offer 7 best practices to help improve efficiencies as part of the recruiting and onboarding process.

1. GET DOCUMENTATION AS EARLY AS POSSIBLE

It may seem obvious, but getting all of the required documentation from your candidates early on will help streamline the background screening process and alleviate unnecessary back and forth with the candidate. If, for some reason, your screening provider cannot verify employment or education for a candidate, ensure they have supporting documentation available including pay slips/statements and degree certificates.

2. SEAMLESS INTEGRATION OF YOUR ATS & BACKGROUND SCREENING SYSTEMS

While you may have selected best-in-class applicant tracking and background screening solution providers, you may be leaving elements of efficiency, security, and user experience on the table if these two vital solutions for recruiting and hiring are not seamlessly and securely integrated. Integrating background screening with your applicant tracking system (ATS) has several benefits for recruiting and human resource teams, and can dramatically improve your candidate experience. Integration is so critical between all your HR technology stack and systems including your sourcing technology, payroll systems, human resources information system (HRIS), and other scheduling or selection technologies.

- **Eliminate Duplicate Data Entry, Increasing Accuracy**

  When an ATS is integrated with a best-in-class employment screening provider, duplicate data entry on the part of your busy recruiting and HR team is eliminated. The integrity of candidates' data is also improved, as it is securely transmitted to the screening provider exactly as it is stored by the ATS. The consistency of applicants' information in your ATS and screening solution is important to ensure accuracy of their background check report.

  Securely transferring this information from your ATS to your employment background screening provider not only saves time, it also reduces the potential for human error that may occur if data needed to be manually entered.

- **Improve Candidate Experience**

  Organizations that have integrated their background screening with their ATS have seen an improvement in their candidate experience. This stems from a greater level of transparency in the background check process, candidates' personal involvement in data collection, enhanced security with their personally identifiable information (PII), and legal compliance measures that protect candidates as much as their potential employer.

- **Ensure Compliance**

  Integrating background screening with your ATS adds efficiency to the document completion process and helps ensure compliance with the FCRA Disclosure and Authorization process. As described above, an ATS does not contain all of the information an employment screening solution obtains from candidates. While some ATS providers present an FCRA Disclosure and Authorization, without the additional data that best-in-class employment screening providers obtain via an applicant portal, an ATS cannot accurately determine all of the authorization forms and documents that may be relevant to the candidate.

3. USE ELECTRONIC DOCUMENT DELIVERY & SIGNATURES

Relying on your employment screening provider to obtain electronically-signed authorization forms and documents via a secure applicant portal adds efficiency to your screening process as it will eliminate the need to contact candidates later in the process for additional forms and documents. It also provides peace of mind for your candidates, demonstrating your efficient processes and commitment to data security, and setting you apart from the competition in terms of a great onboarding and new hire experience.

Without these established workflows, the hiring process becomes chaotic, resulting in longer report turnaround times and a poor candidate experience. By obtaining the right forms while your candidate is logged in to the applicant portal and presently engaged in the process, you can avoid time-critical delays as well as a poor candidate experience that would occur if a state-regulated or international form needs to be obtained from them later in the process. Education and employment verifications can be challenging to perform in many countries. However, a good start is to select a screening provider which understands local practices and procedures and knows which documents to request from applicants to help facilitate success. Local language capabilities and knowledge of the administrative and bureaucratic landscape are also critical to success.

4. EMPLOY ROBUST DATA ANALYTICS & REPORTING STRATEGIES

Access to reporting and analytics can dramatically improve hiring effectiveness and helps HR leaders understand where screening and hiring bottlenecks exist. Only then can you begin to troubleshoot solutions for all business parties. If data and analytics reporting aren't available to measure turnaround time or other HR and recruiting metrics, ask your ATS and background screening partners if they can provide these critical reporting tools.

5. DOCUMENT REQUIREMENTS FOR INTERNATIONAL CANDIDATES

Don't forget about additional steps, documentation, time, as well as cost that might be required when hiring candidates who have worked, lived, or attended school internationally. You must plan for and anticipate the possibility of lengthier timelines for employment or educational verification.

Work with an employment and/or immigration attorney to determine steps and documentation that might be required for for visas whether within the U.S. or other countries.

6. USE COUNTY-COMPLIANT CONSENT FORMS

Understand that each country has different employment laws and requirements. Educate yourself on country-specific legal nuances and also consider any European Union regulations, such as Global Data Protection Regulations (GDPR), when it comes data security and protection requirements and guidance.

7. REQUEST LOCAL ID NUMBERS UPFRONT

Each country has their own specific requirements, processes and regulations when it comes to background checks. Many countries have stricter laws compared to the U.S. while other countries, such as Latvia and Albania, do not permit background checks. Educate yourself on the established requirements per country and area. Also be prepared to require local ID numbers and information in order to comply.

Being mindful of these seven best practices as part of the background screening process can dramatically decrease your Time to Fill. The key to hiring faster and more efficiently while staying focused on the best quality of talent available comes with proper preparation, established processes, flexibility, and communication between everyone involved in the hiring process—from human resources to the hiring manager to your new employee.

ABOUT CISIVE

Cisive is a trusted partner for comprehensive, high-risk compliance-driven background screening and workforce monitoring solutions, specializing in highly regulated industries—such as healthcare, financial services, and transportation. We catch what others miss, and we are dedicated to helping our clients effortlessly secure the right talent. As a global leader, Cisive empowers organizations to hire with confidence.

Through our PreCheck division, Cisive provides specialized background screening and credentialing solutions tailored for healthcare organizations, ensuring patient and workforce safety. Driver iQ, our transportation-focused division, delivers FMCSA-compliant screening and monitoring solutions that help carriers hire and retain the safest drivers on the road.

Unlike traditional background screening providers, Cisive takes a technology-first approach powered by advanced automation, human expertise, and compliance intelligence—all delivered through a scalable platform. Our solutions include continuous workforce monitoring, identity verification, criminal record screening, license monitoring, drug & health screening, and global background checks.