

A 10-POINT AUDIT CHECKLIST

# Is your **hiring process** **costing you more than** **it should?**



# A Checklist to Improve your **Hiring Strategy**

## **Hiring mistakes are expensive and so is inaction.**

Long vacancy periods, high turnover, and loaded cost-per-hire can silently drain your business.

Unfilled key roles and poor-fit hires disrupt the organization. They lower team morale, cause missed deadlines, and delay business growth.

This guide helps you avoid those outcomes. It helps **improve your human resources practices** so you can attract better candidates and hire more effectively. Use this 10-point checklist to uncover weak spots, identify hidden costs, and improve your overall hiring process.

# The checklist

Use this audit to score your current hiring process. The more items you check off, the more your current hiring process may be affecting your bottom line.



## 1. You've had key roles open for more than 30 days

**Why it matters:** Every day a critical position remains unfilled, your team members feel the strain. Deadlines slip, productivity drops, and burnout rises.

**Silent cost:** Revenue loss, overworked teams, delayed growth.

**Pro tip:** Hiring quickly doesn't mean compromising on decision quality. It means having a vetted talent pool and a clear job description that attracts the right candidates.



## 2. Candidates ghost you after the first interview

**Why it matters:** When many candidates drop out, it often means your hiring process is confusing or your offer isn't strong enough.

**Silent cost:** Time wasted on scheduling, interviewing, and following up.

**Pro tip:** Streamline your interview process and personalize your communication. A clear and steady process keeps candidates interested and shows you respect their time.

## The checklist



### 3. You're spending too much to **make a single hire**

**Why it matters:** Between recruiter fees, job ads, onboarding, and lost time, the average cost-per-hire quickly escalates.

**Silent cost:** Overhead most companies don't measure, including lost time from hiring managers and frustrated team members.

**Pro tip:** Nearshore outsourcing can reduce costs, with no compromise in talent quality or team cohesion.



### 4. You're not tracking **cost-per-hire or time-to-hire**

**Why it matters:** If you're not measuring, you're likely overpending and hiring too slowly.

**Silent cost:** You miss patterns, bottlenecks, and areas where you could optimize.

**Pro tip:** Establish basic hiring KPIs and benchmark them regularly. You can track quality of hire, time-to-hire, and cost-per-hire to improve decision-making over time.

## The checklist



### 5. You rely on **job boards that deliver poor results**

**Why it matters:** Job boards attract a wide net but not always the right talent. You'll spend hours screening unqualified resumes.

**Silent cost:** Hours lost screening weak resumes, interviewing mismatches.

**Pro tip:** Use curated talent pipelines that align with your specific job descriptions, values, and expectations. As a result, you conduct fewer interviews and make better hiring decisions.



### 6. **You've rehired for the same role more than once this year**

**Why it matters:** Recurring turnover usually means poor hiring fit or lack of employee support.

**Silent cost:** Constant retraining, low team morale, stalled progress.

**Pro tip:** Seek candidates who reflect your values and are committed to staying, not just a quick technical match. Focusing on long-term hires leads to greater consistency and reduced turnover.

## The checklist



### 7. You feel stuck hiring locally because of legal or tax concerns

**Why it matters:** For small businesses, U.S. employment laws can feel overwhelming. But limiting yourself to your area often means settling for less-than-ideal candidates.

**Silent cost:** Missed opportunity to access qualified international talent legally and efficiently.

**Pro tip:** Outsourcing partners like Remoto Workforce handle all legal, tax, and compliance for you.



### 8. Your internal team lacks time or bandwidth to recruit properly

**Why it matters:** Recurring turnover usually means poor hiring fit or lack of employee support.

**Silent cost:** Constant retraining, low team morale, stalled progress.

**Pro tip:** Seek candidates who reflect your values and are committed to staying, not just a quick technical match. Focusing on long-term hires leads to greater consistency and reduced turnover.

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### 9. You've hired someone just to “fill the seat”

**Why it matters:** Rushed hires often lead to low engagement, poor performance, and early exits that puts your business back at square one.

**Silent cost:** Rework, damaged client relationships, and sunk costs.

**Pro tip:** Hiring quickly does not have to mean hiring talent that does not meet exactly what you are looking for in a job role.



### 10. You've never considered outsourcing as a strategic solution

**Why it matters:** You may be overlooking a way to access high-performing, loyal talent at half the cost.

**Silent cost:** Staying stuck in a broken loop, relying on reactive hires instead of building a proactive, scalable system.

**Pro tip:** Strategic outsourcing offers more than just cost savings. It helps you access better candidates, move faster, reduce hiring risk, and strengthen your team from the ground up.

## What's Next?

If the points previously mentioned raised concerns, it means you're asking the right questions.

That means you're aware of how your current hiring strategy might be draining time, money, and energy.

But **awareness** is only the first step.

**Now it's time to act and build a hiring system that works for your business, not against it.**



## How Remoto Workforce Helps

**At Remoto Workforce, we help growing U.S. businesses transform the way they hire and grow their teams.**

**Here's how:**

- **Access talent faster:** Our team connects you with vetted, skilled professionals who are ready to contribute from day one. We curate our talent pool to match your specific job descriptions and cultural fit.
- **Cost-efficient hiring:** We help you reduce costs while hiring talent that does meet your expectations.
- **Seamless legal and payroll compliance:** You don't need to worry about legal structures, tax rules, or compliance. We handle it all, so you can expand your team with peace of mind.
- **Get top-tier, bilingual talent from Mexico,** trained for productivity, professionalism, and seamless collaboration.
- **Retention-ready teams:** compatible company culture, career-driven professionals.

# Let's Talk **Strategy**

Whether you're new to outsourcing or have some experience, our team can help you take the next step.

During your free session, we'll help you explore:

- **Which roles are best to outsource first.**
- **How to structure onboarding and retention.**
- **Results other businesses in your position have seen.**
- **How to build a scalable, modern recruitment strategy.**



**Book your free hiring  
strategy session**

This free, practical session could be **the most valuable 30 minutes** you spend this quarter.