

Standardise your recruitment processes and ensure everyone is working to the highest standards

Activities are customisable forms in JobAdder that allow you to create standardised actions to ensure that all users of the system are working to the same high standards. Activities remove the guesswork from recruitment, providing the perfect structured framework for success.

Candidate Care - Are you still looking? ✕

ARE YOU STILL LOOKING FOR A NEW ROLE? *

WHAT IS YOUR URGENCY? *

WHAT IS YOUR REASON FOR LOOKING FOR A NEW ROLE?

WHAT SORT OF ROLE WILL YOU BE LOOKING FOR?

ARE YOU CURRENTLY INTERVIEWING?

ARE YOU WORKING WITH ANY OTHER RECRUITERS?

IF YES, WHO WITH?

[Create Task](#)

Drag files here or click to upload
Each file 20MB max. Limited to 25 files.

UPDATE STATUS TO

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Activities also provide the perfect structure for new-starters and for training current users on how you want things done. They simply click the appropriate activity to be guided through the process.

Efficiency, structure and compliance bring success

Here are some great examples of how Activities can transform the way you work:

Taking a Job Brief

Great recruiters know there is an art to taking a job brief. The best recruiters don't just ask for a Job Description to be emailed over - they have a rigorous, detailed process they go through to ensure they have the right information to be able to be successful. Recruiters who take a thorough job brief are much more likely to succeed because they are in a stronger position to (a) find the right candidates, (b) inform the candidate about the details of the role, and (c) explain to the hiring manager why their candidate is the right one to interview.

Activities let you create perfectly structured forms for taking a job brief, including the ability to make certain questions mandatory.

Call Scripts

Successful businesses have proven ways of doing things, including the way they conduct meetings and phone calls. With Activities you can now have structured call scripts in place for all of your standard phone/video calls. For example, candidate screening, candidate care, background checks, interview preparation and reminders, hiring manager calls and much more.

New Starters

With Activities, a new starter in your business has a clearly defined way of doing things and can hit the ground running from day one. From their very first day they have all their call scripts, meeting templates, business development guides, reference checks and everything else they need to succeed. At each stage in the process they simply click Actions and follow the prompts. This gets new hires trained and onboarded exponentially faster, as well teaching them the right way to do things.

Reference Checks

Reference checks are vitally important in recruitment and you need to be able to ensure that all references are conducted in a way that is properly structured, legal, compliant and of maximum value to you and to the referee. With Activities you can have one or many Reference or Background check forms to make taking references a breeze.

Candidate Care

Activities are a great way to structure your candidate care programs.

An example is your regular check-in calls after a candidate starts in a new role. It is important to ask the right questions during these calls in order to really understand how the new placement is going and if there are any issues that need addressing.

Don't risk having your consultants just free-wheel on these calls - use Activities to create structured sets of questions, much like you would do for a reference check. The devil can be in the details on these important check-ins.

Business Development / Account Management

Have you ever wondered why some people nail their business development calls, while others find it more difficult?

Often the reason top performers are more successful is because they have developed winning call scripts that work for them. Successful recruitment agencies can tap into this by creating the most successful call scripts as Activities so that everyone else can use them.

Standardised call scripts lead to higher quality calls, which leads to winning more business, which of course leads to happier, more successful consultants.