

HR & Recruiting Achievement Cheat Sheet

The ATS timestamps everything. Time-to-hire, acceptance rates, and retention are all numbers you can pull yourself.

NUMBERS YOU ALREADY HOLD

time-to-hire

offer-acceptance rate

hires made & candidates screened

90-day / annual retention

cost-per-hire

onboarding completion

ER cases resolved

BEFORE → AFTER

X Responsible for recruiting for open roles.

✓ Filled 32 roles in a year; cut time-to-hire from 45 to 28 days.

X Screened candidates.

✓ Screened 400+ applicants and raised offer-acceptance to 90% by rebuilding the interview loop.

X Managed onboarding.

✓ Redesigned onboarding, lifting 90-day new-hire retention from 78% to 92%.

X Handled employee relations.

✓ Resolved 25+ ER cases and wrote the manager playbook that cut repeat issues.

X Supported performance reviews.

✓ Rolled out a calibrated review process across 60 staff, reducing rating inflation.

HONEST ESTIMATION

Time-to-hire 45 → 28 days — you track requisition open/close dates in the ATS. That's your number.

HOW THIS SCALES WITH SENIORITY

JUNIOR Screened 400+ candidates; coordinated 32 hires.

MID Time-to-hire 45 → 28 days; offer-acceptance 90%.

SENIOR Built the hiring framework and interviewer training across the org; 90-day retention 78% → 92%.