

THE SMART SOURCING

FILTERING OUT IRRELEVANT APPLICATIONS

A NO-NONSENSE GUIDE FOR
HR PROFESSIONALS



BY TACITBASE
FOR HR PROFESSIONALS

Filtering Out Irrelevant Applications: A No-Nonsense Guide for HR Professionals

Objective

This ebook provides a step-by-step, actionable [guide to help HR professionals](#) effectively filter out irrelevant applications, saving time and improving hiring efficiency. The focus is on real-life scenarios, easy-to-implement strategies, and relatable storytelling.

Target Audience

- HR professionals (from freshers to experienced recruiters)
- Talent acquisition specialists
- Hiring managers struggling with irrelevant applications

The Everyday Struggle: A Real-World HR Story

Imagine you start your day by opening your email, only to be greeted by an overflowing inbox containing 300 job applications. Your heart sinks as you realize that the vast majority of these applicants, around 90%, haven't even bothered to read the job description. Some applicants are clearly overqualified, possessing skills and experience that far exceed the requirements of the position. Others are woefully underqualified, lacking the basic competencies needed to perform the job. And then there's the remaining group – those applicants whose qualifications are so far removed from the job requirements that you're left scratching your head, wondering how they even found the job posting.

It's a scenario that plays out in countless HR departments every day, a frustrating and time-consuming reality that leaves recruiters feeling overwhelmed and undervalued. The sheer volume of irrelevant applications can make it difficult to

identify the truly qualified candidates, those individuals who possess the skills, experience, and passion needed to excel in the role.



Image 1: HR professionals looking at applications

But what if there was [a solution to this problem?](#) What if there was a way to streamline the application process, to ensure that only relevant and qualified candidates made it through the initial screening?

Why This Happens (And Why It's Not Your Fault)

It's incredibly frustrating to sift through piles of irrelevant applications, especially when you've crafted a clear and [compelling job description](#). Let's delve deeper into why this happens – and reassure you that it's not a reflection of your recruiting abilities:

- **Generic Job Descriptions:** If your job description reads like a template, it's going to attract a flood of generic applicants. Candidates may not fully grasp the unique aspects of the role or your company culture, leading to mismatched applications.

- **Job Boards and the "Spray and Pray" Approach:** Many job boards facilitate a "one-click apply" mentality, encouraging candidates to apply to numerous positions without careful consideration. This results in a high volume of applications, many of which are poorly aligned with the actual job requirements.
- **Job Title Confusion:** Job titles can vary significantly across industries and companies. What one company calls a "Marketing Manager" might be a "Growth Hacker" at another. This inconsistency can lead to confusion and mismatched applications from qualified candidates who are unsure if their skills and experience truly align with the role.
- **Lack of Pre-Screening Filters:** If your application process lacks effective pre-screening mechanisms, such as knockout questions or skills assessments, you're bound to receive applications from candidates who don't meet the basic qualifications. This creates additional work for your team and delays the hiring process.

Remember, you're not alone in this struggle. These challenges are pervasive in the recruiting landscape. By understanding the root causes of irrelevant applications, you can start to implement targeted solutions to attract and hire the right talent for your team.

The 6-Step Fix: Filtering Irrelevant Applications Like a Pro

A highly practical step-by-step approach that HR professionals can implement immediately.

1. Craft a Hyper-Specific Job Description

- **Must-Have vs. Nice-to-Have Skills:** Clearly outline the essential skills and qualifications required for the role, as well as any additional skills that would be beneficial but not mandatory. This helps potential candidates self-assess their suitability and saves time for both parties.
- **"What Success Looks Like" Section:** Describe the key outcomes and expectations for the role within the first 3-6 months. This provides candidates

with a clear understanding of the goals they will be working towards and helps attract those who are motivated by the challenge.

- **Dealbreakers:** Explicitly state any non-negotiable requirements or disqualifying factors. This could include specific experience levels, certifications, or skills that are absolutely essential for the role.

2. Use AI-Powered Resume Screening

- **Leverage AI Tools:** Use tools like Tacitbase to [automatically rank and filter applications](#) based on keywords, skills, and experience. This saves significant time compared to manual screening and ensures that the most promising candidates are prioritized.
- **Keyword Filters:** Set up keyword filters to identify resumes that contain specific terms or phrases relevant to the role. This helps highlight candidates who have the desired skills and experience.
- **Automated Rejection:** Configure the system to automatically reject applications that clearly do not meet the essential requirements. This saves time and allows you to focus on the most qualified candidates.

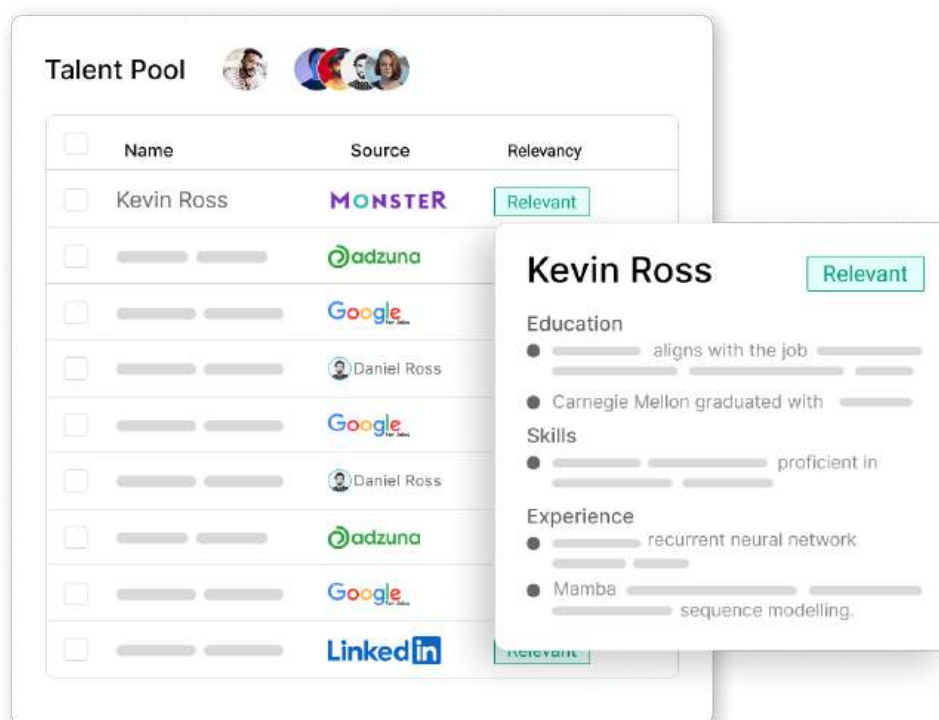


Image: AI-powered resume screening

3. Add a Simple Pre-Qualification Test

- **Skills-Based Questionnaire:** Create a short questionnaire with 2-3 key questions that assess essential skills or knowledge required for the role. This could include questions about specific software proficiency, coding skills, or industry knowledge.
- **Clear Instructions:** Provide clear instructions for the questionnaire and indicate that candidates who do not meet the minimum requirements may not be suitable for the role. This helps filter out unqualified applicants early in the process.
- **Example:** "How many years of experience do you have in Python? (Less than 2 years? This role may not be a good fit.)"

4. Implement Smart Job Board Posting

- **Niche Job Boards:** Identify and [utilize niche job boards](#) that cater to specific industries or skill sets. This helps target your job posting to a more relevant audience and increases the chances of attracting qualified candidates.
- **Targeted Platforms:** Choose platforms that are [popular among professionals](#) in the field you are hiring for. For example, if you are hiring a designer, consider posting on Dribbble or Behance in addition to LinkedIn.
- **LinkedIn Job Post Preferences:** Utilize [LinkedIn's job post](#) preferences to automatically screen candidates based on basic requirements such as location, experience level, and education.

5. Leverage Employee Referrals Smartly

- **Clear Guidelines:** Provide employees with clear guidelines on the type of candidates they should refer. Specify the key skills, experience, and qualifications that are essential for the role.
- **Internal Referral Form:** Create a simple internal referral form that employees can use to submit candidate recommendations. Include fields for the candidate's name, contact information, and a brief summary of their qualifications. This helps track referrals and ensures that only qualified candidates are considered.

6. Use Automated Rejection Emails to Save Time

- **Rejection Template:** Create a professional and polite rejection email template that can be used to notify candidates who are not being considered for the role. Thank them for their application and encourage them to apply for future opportunities.
- **Personalization:** Consider adding a personalized touch to the rejection email, such as mentioning a specific aspect of their application that was appreciated. This shows that their application was reviewed and helps maintain a positive employer brand.
- **Efficiency:** Automated rejection emails save time and ensure that all applicants receive a timely response, even if they are not being moved forward in the hiring process.

By implementing these practical steps, you can optimize your hiring process, attract top talent, and save valuable time and resources.

Bonus: How Tacitbase Can Make This Effortless


- **AI resume ranking** automatically sorts applications based on fit.
- **One-click job posting** to multiple platforms without redundancy.
- **Automated pre-screening** ensure only qualified candidates proceed.
- **Before-After Example:** *Company X reduced irrelevant applications by 60% using Tacitbase.*

Final Thought: Say Goodbye to Inbox Overload

Filtering applications doesn't have to be frustrating. By making small but smart changes, you'll spend less time sorting and more time hiring the right people.

Start implementing these steps today, and watch your hiring process transform!

Quick Tip:

 *Begin with Step 1 today, update your job descriptions to be more specific and see the difference!*

Read More:

- [Future of Resume Screening: Will AI Replace Recruiters?](#)
- [AI Resume Screening: Does It Really Improve Hiring Efficiency?](#)
- [Resume Screening Challenges in 2025](#)