



**SMALL-SCOPE
PILOT PLAN
FOR HR
&
RECRUITING TEAMS**



Objection:

"We don't want to change."

Tool:

A structured, low-impact pilot plan to ease HR teams into automation with confidence.

Objective:

To demonstrate the value of automation with a focused implementation that solves a specific HR or recruiting pain point, requires minimal change management, and produces measurable ROI within 14–30 days.

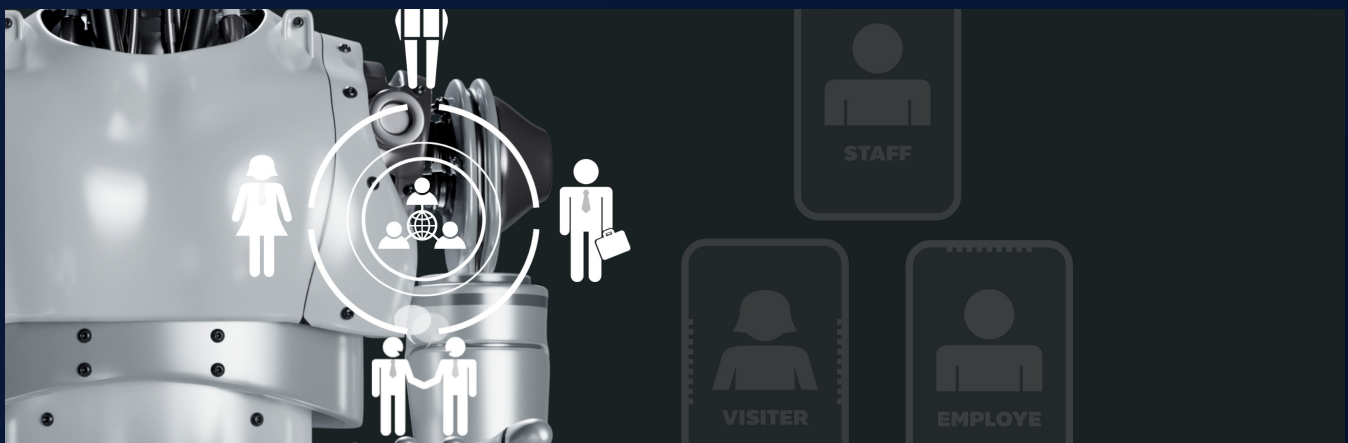
1. Pilot Focus Area

Choose a specific, high-friction process that is:

- ✓ Easy to isolate
- ✓ Time-consuming or error-prone
- ✓ Non-critical to core operations (won't disrupt if something goes wrong)

Examples:

- ✓ Candidate intake and routing
- ✓ Interview reminders
- ✓ Internal recruiter handoff notifications
- ✓ Document collection and tagging during onboarding



2. Pilot Scope Definition

Departments Involved: Talent Acquisition, HR Ops

Process Affected: Candidate → Assigned Recruiter routing automation

Automation Trigger: New candidate enters ATS or submits application form

Actions Taken: Automatically assign recruiter, send intro email, log interaction

Expected Outcome: Save 5–10 minutes per candidate, increase first-touch speed by 40%

Pilot Duration: 14 business days



3. Measurement & Success Criteria

Track and compare these metrics before and after:

Time to assign a candidate:

Baseline = 12 minutes, Goal = Under 1 minute

Percentage of candidates contacted within 1 hour:

Baseline = 40%, Goal = 90%

Manual data handoff errors per week:

Baseline = 5+, Goal = 0-1



4. Pilot Goals

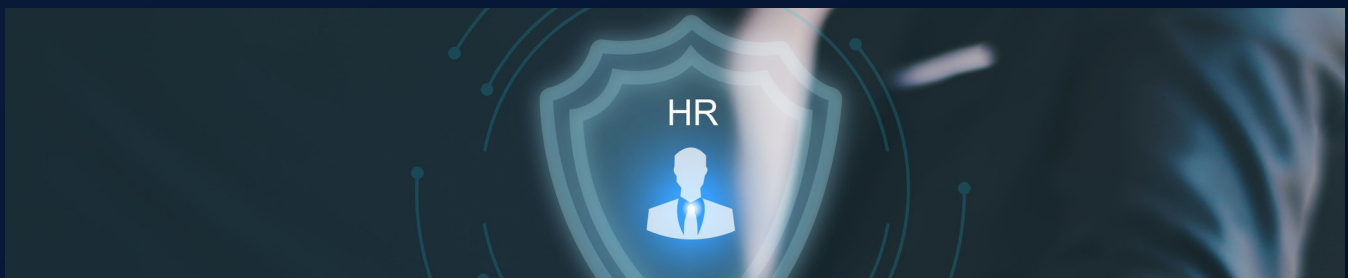
- ✓ Validate that automation delivers tangible time savings
- ✓ Gain buy-in from HR team with firsthand experience
- ✓ Build internal champions for future automation initiatives

5. Next Steps After Pilot

- ✓ Expand automation to similar processes (e.g., onboarding, compliance)
- ✓ Conduct stakeholder review and debrief
- ✓ Build Phase 2 roadmap aligned with department goals

6. Risk Mitigation

- ✓ No core systems touched — we use overlays or non-disruptive connections
- ✓ Rollback ready — pilot can be turned off instantly if needed
- ✓ Support included — 4Spot provides full monitoring and adjustment during the test



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