

A background image showing a group of people in a meeting. A woman with long dark hair is smiling and looking down at a document. Other people are visible in the background, some looking at the same document. The setting appears to be a modern office with a brick wall and large windows.

Candidate Famine? Convert to Part-Time

A simple guide to adapting a full-time role to an appealing and effective part-time format, attracting more talented candidates for your management and professional vacancies

The scarcity of talented candidates in the market today is driving up vacancy levels and lengthening time to hire in many companies. And as we know, its people that grow and improve businesses so when you can't find the right people business can suffer.

There's a workable solution immediately available. Converting a full-time role to a part-time format gives you access to a fantastic, largely untapped pool of talented professionals. These people are seeking rewarding roles that use their skills and experience and want to commit to the role and their career. All they require is part of the week back to fulfil other responsibilities and commitments.

If this sounds attractive but you haven't converted to part-time before don't worry. Many of our clients have done it with great success. At Ten2Two we can give you the advice you need on any specific role but here's a little guidance to get you going.



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By offering **part-time** we get access to a better **quality of candidate** and better **value for money** from our recruiting.

This flexibility allows us to accommodate our people's needs, which is essential for **retention**"

THE WATER DELIVERY COMPANY



Re-imagine and redesign

Whether you're looking at a completely new role or reviewing an existing role there are part-time options offering substantial time commitment every week.

Thoughtful job design and configuration is a critical first step in identifying the right options. Goals, tasks and stakeholders should be considered in the design and decision on hours required. Here are some of the primary considerations to work through:

1

Output-driven

Instead of assessing a role based on a broad job description, identify the specific goals and objectives of the role, estimating the time and effort required to deliver them. The 80/20 rule can be applied so assess where the biggest impact will be made with others deprioritised.

2

Be a Taskmaster

Identify the frequently repeated tasks and activities that form part of the job and assess if there are more efficient methods of completing them (e.g. using software tools) or removing/reallocating the non-essential elements to reduce the time requirement.

3

Experience vs Hours

A part-time salary will often buy you more experience and skills than the same salary offered to a more junior full-time person so factor in the value of experience. Faster onboarding, more efficient task completion and improved goal performance are all possible benefits.

4

Future-proof the Job

If it's a new and developing role, start with precisely the hours you need today with a view to increasing the hours as the role and responsibilities develop and grow at a later stage. Many candidates can flex hours as they settle in or their circumstances change.

5

Stakeholder Needs

A primary influence on job design, particularly with part-time and flexible formats, is the level of stakeholder involvement. If it's a customer-facing role or one that has a high level of internal colleague engagement, consider reduced hours every day rather than fewer hours a week.

Selecting and applying a part-time option

Once the job design has been completed, consider the part-time formats that can fulfil the needs of the job and attract more candidates.

Around the most popular part-time formats there are variations of hours, days and location.

We've outlined just a few below, illustrating both the attractiveness of the format to candidates and the coverage they offer across the week:



Part-time daily

eg, 9.30am - 3pm Mon-Fri

Flex option: Extend or shorten daily hours or reduce days worked

Candidate
attractiveness



Capacity
offered

73%

Part-time week

eg, 3 full days, Tue to Thur

Flex option: Vary number of days or days of week worked

Candidate
attractiveness



Capacity
offered

60%

Nine-day fortnight

Every other Friday off

Flex option: Change 'off-day' from Friday to different weekday

Candidate
attractiveness



Capacity
offered

90%

Job Split/share

Full week worked

Share a role between two equally skilled candidates or split a role into senior and junior positions

Candidate
attractiveness



Capacity
offered

100%

#Toptip: Consider occasional variations in the working week that would improve effectiveness such as more days or hours needed at month-end in a financial role or around event organisation in marketing.

#Toptip: If you've never managed part-time people or if there's room for improvement in what you do day-to-day, check out our latest guide on onboarding and managing flexible workers and flexible teams. Download it [here](#).

Finding scarce candidates

Many candidates seeking professional part-time jobs are not active in the job market, feeling recruitment sites do not offer or mis-represent flexible and part-time options.

Ten2Two exclusively supports professional part-time and flexible roles and is trusted by candidates and clients alike to make the perfect match.

Discuss your job design with us. We will guide you through the part-time options and attract quality candidates you never thought you'd find.

60,000+

candidates in our community

55% not available elsewhere

Finance, HR, Sales, Marketing,
Operations, Administration

“

A quarter of our workforce is part-time and we feel that offering this type of flexibility allows a firm of our size and location to retain and attract good quality talent. We have found this also contributes to employee engagement and their commitment to the firm"

DEBENHAMS OTTAWAY SOLICITORS

Ten2Two is a pioneering recruitment consultancy that helps businesses of all sizes find affordable, talented, high-calibre professionals who can work flexibly.

Founded in 2007 we were one of the first companies to recognise and respond to the growing business need for a flexible, part-time and remote recruitment agency driven by the changing landscape of the workplace.

Post-pandemic, flexibility is more relevant today than at any other time in recent history.

As experts in the field of flexible working Ten2Two also advise businesses of all sizes on how to implement flexible working successfully.

Find out more:

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Book: A meeting in Jane's diary [here](#)

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