

Hi Jessica,

Your team is making strong progress on critical HR initiatives despite managing heavy workloads across recruiting, benefits, and compliance. The most immediate need is addressing the recruiting system challenges that are creating bottlenecks for both Michael and Lisa. A focused intervention here will unlock significant productivity gains and reduce team stress.

Team Response Overview:

- 5 of 5 team members completed their weekly check-in
- All team members showing strong progress despite system challenges
- 2 team members reporting lower energy due to workload and technical frustrations
- 3 recurring themes: ATS limitations, benefits enrollment complexity, and cross-training needs

Priority Actions:

1. IMMEDIATE (This Morning): Schedule vendor call regarding ATS performance issues affecting recruiting workflow

- **Who:** Sarah + Michael + Lisa + IT
- **Impact:** Resolves bottleneck affecting 40+ open requisitions and reduces manual workarounds

2. TODAY: Check in with Jennifer on benefits enrollment surge and overtime authorization

- **Who:** Sarah + Jennifer
- **Impact:** Ensures smooth open enrollment while preventing team burnout

3. THIS WEEK: Review cross-training plan with David to create backup coverage for critical functions

- **Who:** Sarah + David + Team
- **Impact:** Reduces single points of failure and enables better workload distribution

Individual Focus Areas:

Michael Chen (Senior Recruiter)

- **Focus:** Engineering hiring surge and ATS workarounds
- **Need:** System improvements to handle high-volume recruiting
- **Action:** Prioritize ATS vendor escalation and explore temporary solutions

Lisa Thompson (Recruiting Coordinator)

- **Focus:** Candidate experience improvements while managing system limitations
- **Need:** Better tools for scheduling and communication automation
- **Action:** Identify quick wins to reduce manual coordination time

Jennifer Walsh (Benefits Manager)

- **Focus:** Open enrollment execution with 500+ employees
- **Need:** Temporary support or overtime approval for peak period
- **Action:** Assess resource needs and authorize appropriate support

David Rodriguez (HR Generalist)

- **Focus:** Policy updates and compliance training rollout
- **Need:** Dedicated time blocks for deep work on documentation
- **Action:** Help protect focus time and delegate routine inquiries

Robert Kim (HRIS Analyst)

- **Focus:** Data migration project and reporting automation
- **Need:** Clear requirements from department heads
- **Action:** Facilitate requirements gathering session this week

Week Ahead:

- ATS performance issues creating cascading delays in hiring process
- Benefits enrollment deadline approaching with high volume expected
- Compliance training completion rates need monitoring (currently at 67%)
- Recognition: Lisa's creative solutions for candidate communication during system outages showed exceptional initiative

Focus first on the technical bottlenecks – resolving the ATS issues will immediately improve team morale and productivity across your recruiting function.

Best,
Coach Bo