



How to Select an Applicant Tracking System

Selecting an Applicant Tracking System to utilize in your recruiting process is a bit of a task. We break down how you can easily and efficiently select an ATS that best fits your business and processes.

1

Conduct Thorough Research



Does the ATS match your companies needs? Look at different solutions and decide which category your company belongs.

Is the ATS easy to use? If no one is capable of using the system then there is no point to it. Along those lines make sure that the system has a features that you will use.

2

Know What Your Workflow Looks Like



How have you conducted your recruiting before? Do you use employee referrals? How do you treat the candidate experience? Make sure you know how your process works to successfully incorporate it into a system.

See how the ATS will move candidates in a workflow and how that fits in with yours. Test out the speed and the search capabilities of the system.

3

Make It Easy to Customize



You need to know your target audience and approach all outreach tactics with them in mind.

Can you customize the system on your own or will it cost extra from the supplier? Can this system easily fit into your organization's workflow and hiring needs?

4

Integration Capability with Current Technology



Understand whether the technology that you are using can be integrated with other systems that you are currently using.

What kind of reporting does the system offer? Making sure you communicate what and how you want your recruiting needs to be tracked the way that benefits you.

It's time to choose the best ATS that will fit your businesses needs so

Ready, Set, Go!

