How an ATS can save you time

recruitive

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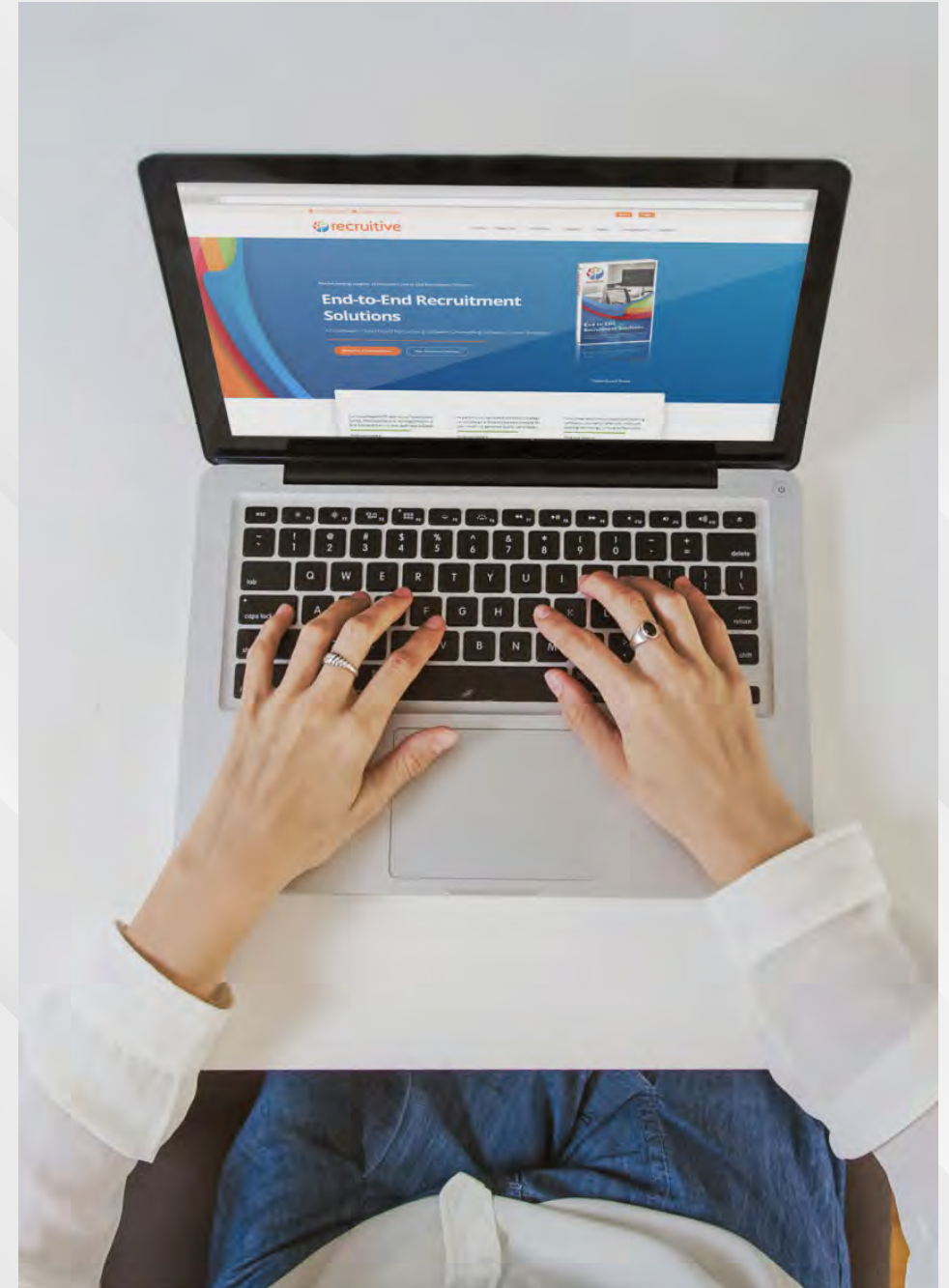
Who are Recruitive?

Established in 2004, we have worked with hundreds of HR professionals, recruiters and hiring teams across a number of industries to help streamline their recruitment processes, saving them a significant amount of time & reducing their cost to hire.

As early pioneers of multi-job posting technology, our expertise extends further to other software such as candidate response management, CV comparing and scoring, search capabilities through to candidate onboarding and much more! Since then, our teams have continuously provided seamless experiences across all our recruitment solutions whilst empowering SMEs and corporate organisations with essential employment services.

What you will learn from this document?

Organisations typically have any number of software solutions in place to support the running of the business on a day-to-day basis. However, there are still many organisations that either rely on systems that do not support them throughout the end-to-end process or rely on manual processes to complete associated activities and tasks.

The following document will look at how online recruitment solutions/Applicant Tracking Systems (ATS), can help organisations like yours save time on key activities carried out in most recruitment processes.

We'll look at the following key activities:

Onboarding

Multi-Job Posting

Automated Communications

Recruitment Process Stakeholders

Reporting & Management Information

Applicant Tracking Software for beginners

Applicant Tracking Software (ATS) is a type of software that helps organisations streamline their recruitment process by managing and organising job applications and CVs. ATS is designed to automate the recruitment process, making it easier for recruiters to manage and screen large volumes of job applications.

The software uses algorithms to parse the candidate's information, extract key details, and organise it in a database. This allows recruiters to easily search for and sort through candidates based on their qualifications, experience, and other relevant criteria.

ATS software also typically includes features like job posting, candidate communication, candidate sourcing, talent pooling, shortlisting, vacancy management, video interviewing, onboarding and reporting allowing recruiters to post job listings to multiple job boards and communicate with candidates directly through the software.

Benefits of Applicant Tracking Software

- One central solution

- Reduce time to hire

- Reduce cost per hire

- Project Your Brand & Ethos

- Save significant time on admin

- Automatically search your own data

- Reach your perfect candidate before your competitors

- Improves candidate journey and your market presence

- Exact matching of a candidate to the job specification

Our clients say:

" In Recruitive the process is a lot more automated which saves the recruiters and administrators a lot of time. The system is easy to use & looks nice. "

94% of hiring professionals that use ATS systems report that the software has improved their hiring process..

Credit: Smart Search Inc

Listen to what our clients have to say
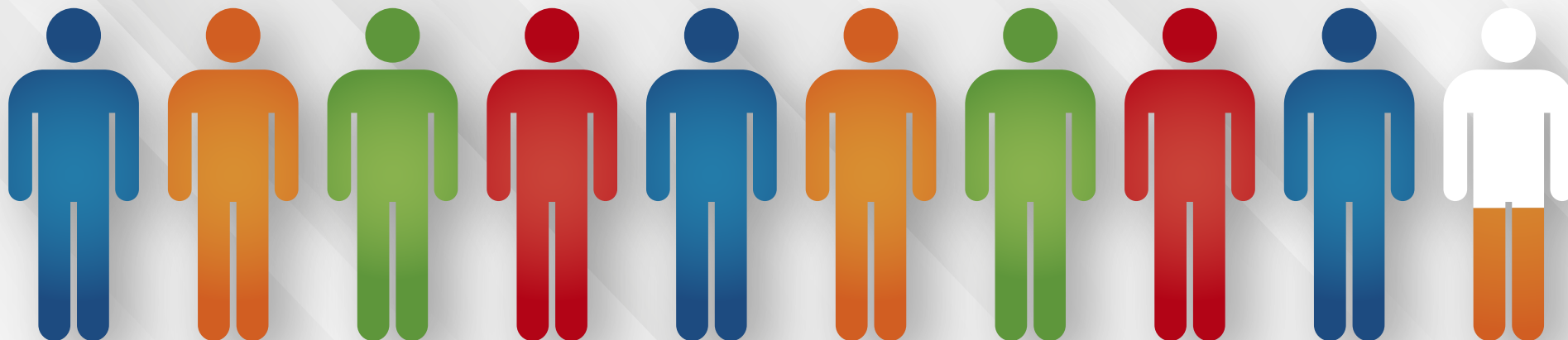
Dimensions:

" The onboarding is a million times better than what we had before – the candidate portal with the timeline and key information area is great engagement for the candidates & the onboarding checklist which links to the onboarding wheel gives a superior candidate experience and more engagement with the candidate as they can see how far along they are in the process. "

dimensions

" The amount of features we have in it is far superior to our old system and I love that it is so configurable. I am amazed at the talents your engineers have! "

How can Applicant Tracking Software save you time?

Multi-Job Posting

Most organisations will now look at multiple channels or marketing avenues to advertise their job vacancies, for example, their company website/careers page, social media, jobs boards, recruitment agencies, etc.

Before the use of Applicant Tracking Software, should organisations use some of the above avenues they would encounter anything upwards of 4 different outlets which are great for reaching a diverse group of candidates. However, manual posting leads to a duplication of time and effort with the creation of multiple roles.

Applicant Tracking Software can provide great support with this process through the use of a multi-job posting tool. The software can be configured to integrate or feed job data (adverts) to each of the individual avenues that an organisation may decide to use. Furthermore, these facilities enable any individual carrying out this activity to submit the job to all of the channels through one submission, saving precious time in the administration.

How can Applicant Tracking Software save you time?

Automated Communications

During the recruitment process, there will be any number of communications between those involved in recruiting such as organisations and their candidates, hiring managers & the HR/Recruitment team or other stakeholders.

In today's marketplace, quick responses and regular communications are key to maintaining ongoing engagement with candidates. Manual correspondence including mailing application forms and responding to CVs can be time-consuming and prone to error should an email be missed. What's more, manual correspondence can only be sent during business hours leaving multiple opportunities for candidates to be taken by competitors. This is especially true if an application is submitted on a weekend, as it could take up to 2 days before a candidate receives a response.

Applicant Tracking Software can typically offer a range of tools to support organisations with this process. Such tools include pre-defined email templates which can assist with acknowledging receipts for CVs/applications, alerting candidates their application is being moved to the next step or invitation to interview. As well as email communications, SMS and WhatsApp messaging are increasing in popularity all of which can be done through Applicant Tracking Software allowing recruiters to increase candidate attendance with reminders.

Another form of automated communication, whilst not the nicest to receive would be a rejection email. There have been a number of examples in the industry where candidates are not informed that they have not been successful in their application. Even in this situation being kept informed, will help re-enforce the professionalism and integrity of the organisation and its brand in the marketplace. You never know if there may be a more suitable role within the business for that candidate in the future.

Recruitment Process Stakeholders

The recruitment process can involve any number of individuals within a business, from HR & Recruitment to Senior Management, Hiring/Line Managers & also possibly recruitment agencies.

With this number of people involved, it can be easy for emails to get missed and individuals not prioritising or being aware of actions they need to take. As for recruitment agencies, there are potential risks as they work outside of a defined process.

The following examples outline where most ATS solutions can support and enhance the experience for the some of the stakeholders across the process.

Hiring Managers

- Review current open vacancies in their team.

- Raise a vacancy request form / review approval status.

- Review Candidates that have applied for said vacancies.

- Arrange interviews / complete interview notes & feedback

- Receive reminders to review CVs/Applications if not viewed within a defined time frame.

Recruitment Agency / PSL

- Organisation can control which agencies their hiring managers work with.

- Present new vacancies to preferred agencies or send to individual agencies for specific jobs.

- Receive CVs from agencies directly into the system, with an audit trail of which agency submitted the candidate & when.

- Monitor and report on the source of candidates (which agency) and potentially the quality of the candidates based on the stage in the process the candidates reach.

Onboarding

Onboarding can include anything from administration to compliance as well as new employee engagement and induction. For this, we're going to take 2 examples in this area.

- Administration

- Compliance

Administration – When a new employee joins an organisation there will be a number of tasks that will need to be carried out. The following examples outline where ATS solutions can support the administrative activities required for a new starter.

- Raise an Offer Letter or Contract

Pre-defined templates can be sent to successful candidates with all key information mail merged into the document. Coupled with e-signature facilities this can speed up the process without the need to wait for any original/paper copies or scanned documents.

New Starter information

Online forms can be made available for new employees in order to complete further employment details e.g. Emergency Contact / Next of Kin Details, Bank Details, Copy of Passport, Copy of P45 / P46 etc. Once captured this information can normally be exported from ATS to be shared with other business systems e.g. HR Systems, Payroll, Work Force Management systems.

New Starter Checklist

To ensure a smooth onboarding experience for new employees and to assist other members of the organisation, a new starter checklist can be made available depending on the requirements for example:
-Facilities (security pass and workstation)
-IT (laptop, mobile phone and setting user up on IT systems)
-Finance (company credit card and company car)

-Compliance – As well as best practice there may also be legal requirements and checks from governing bodies/associations that need to be carried out in order for individuals to begin a new job.

Examples of this include:

- Right to Work Checking

- Background and DBS Checking

- Financial / Credit Checking

- Qualifications / Certifications

- Employment Referencing

Whilst some organisations carry this checks out themselves, there are a number of specialist solutions that can complete these checks for a business, which can be a huge time saving for organisations that have high volumes of recruitment with staff that need to be checked. Further, you can also save time by integrating with Applicant Tracking Software, by setting up a technical integration with 3rd party checking services, the process can be started from the ATS & have the record updated instantly.
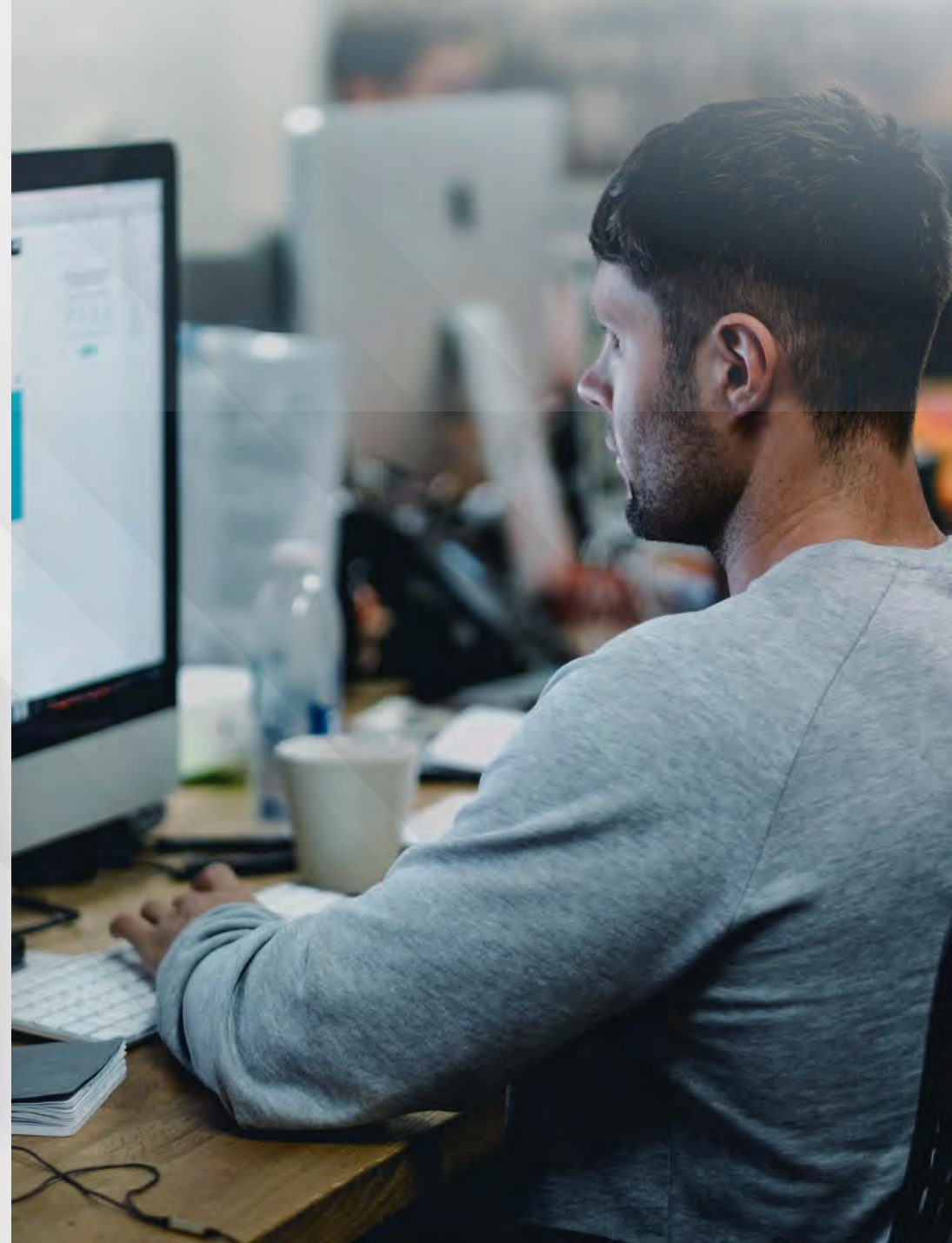
Reporting and Management Information

Data analytics and management is key for all organisations whether it be financial, sales, marketing or HR & recruitment metrics.

Attracting the right candidates and hiring them as quickly is essential for recruiters, as well as monitoring spend on job boards and agencies or investing in their careers website to enhance their brand.

However, sometimes being able to collate, analyse and view the data needed to make these decisions in a meaningful way can be time-consuming. This means most ATSs now capture a whole range of data through all recruitment activity to help key decision-makers assess situations quickly and effectively from one source.

This data can then be presented, analysed to form trends and patterns and create an up-to-date snapshot of the recruitment marketplace. Some of the most commonly requested reports include, for example:

- Job Tracker
- Candidate Source
- Candidate Progress
- Average Responses
- Average Time to Hire
- Diversity Reports

Our Resources

If you're in charge of recruiting and hiring for your organisation & want to know more about how Applicant Tracking Software can benefit you – we've got you covered!

With so many Applicant Tracking Software (ATS) options available, it can be overwhelming to know where to start. Check out additional ATS resources including procurement guides, checklists and feature brochures to help you make the most of your ATS.

With our resources, you'll be able to better understand the features and benefits of ATS and optimise your recruitment process Don't miss out on this valuable opportunity to take your recruitment efforts to the next level. Download our ATS resources today!

How To Enquire?

If you're interested in learning more about our Applicant Tracking Software (ATS) solution, the best way to inquire is to reach out to our team. You can do this by visiting our website and filling out the contact form or by emailing us directly.

Be sure to include any specific questions or concerns you have, as well as any details about your company's recruitment needs. Our expert team will be happy to provide you with more information & help you determine if our ATS solution is the right fit for your organisation.

Thank you!

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