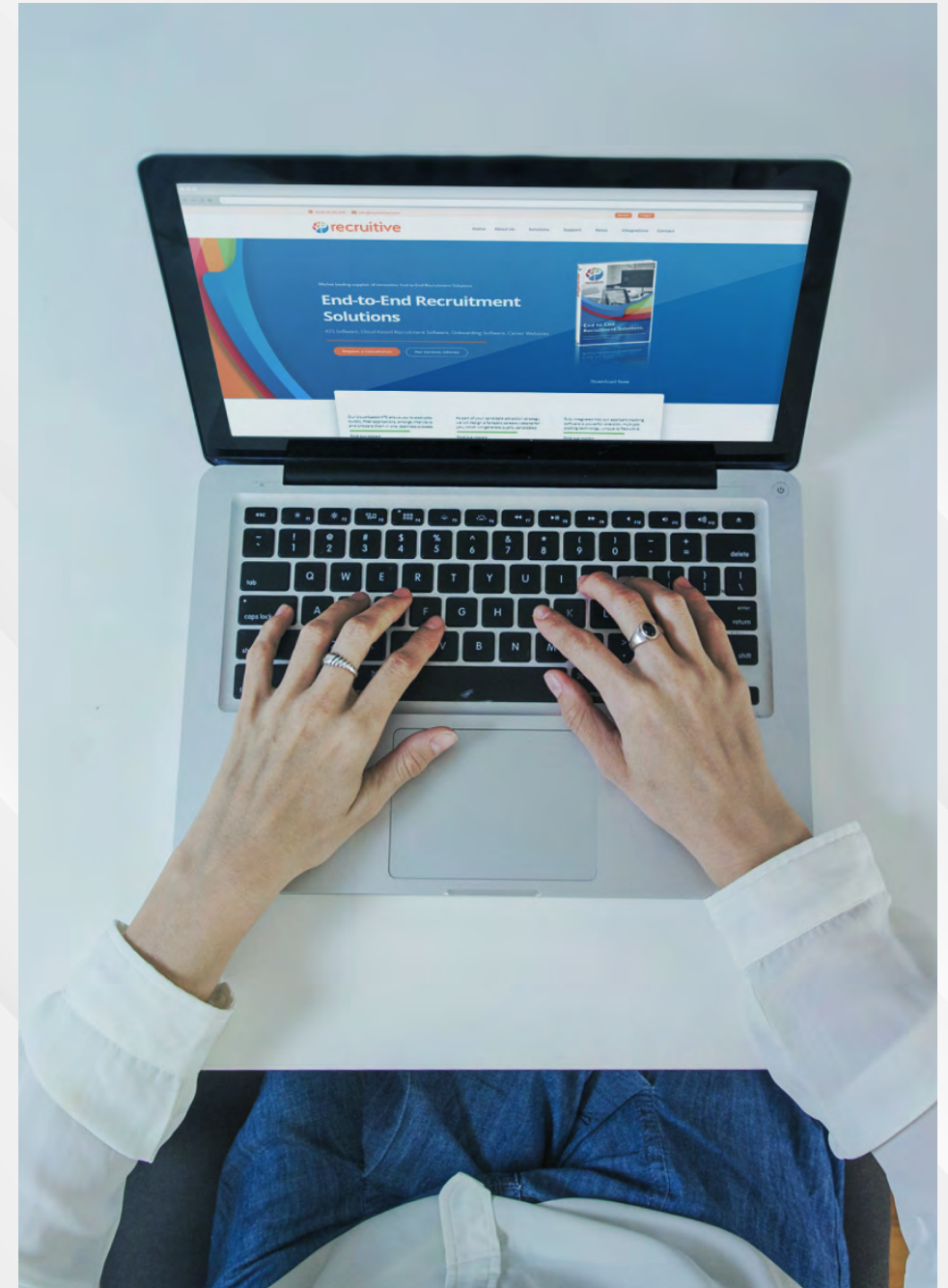The Ultimate Guide to Procuring & Implementing an ATS:

# Mastering the Art of an ATS

**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 the document?

In 2016, 56% of recruiters said they couldn't make good hires because of lengthy hiring procedures. (2016 Recruiter & Employer Sentiment Survey MRI Network)

Fast forward to 2023 and employers are still finding it challenging to attract, hire and retain talented individuals due to dated recruitment methods, lengthy hiring procedures and increased time to hire.

This comprehensive guide aims to demystify the process of procuring and implementing an ATS, empowering HR professionals, recruiters, and hiring managers with the knowledge and insights needed to make informed decisions. Whether you're considering adopting an ATS for the first time or looking to upgrade your existing system, this book will serve as your go-to resource.

# Understanding Your Hiring Needs

**94%**

94% of recruiters and hiring professionals say their ATS or recruiting software has positively impacted their hiring process

If you're wondering whether an Applicant Tracking System is right for you, then chances are you already know the answer! We will guide you in assessing your current process, identifying pain points, and aligning your hiring goals & objectives with the capabilities of an ATS.

Credit: Capterra

To begin, it's essential to evaluate your existing recruitment process. Take a holistic view of the entire process, from job posting to candidate selection. Consider the following aspects:

### CV Screening and Applicant Evaluation:

Assess how you handle incoming CVs and applications. Consider the time and effort involved in manually reviewing and filtering candidates.

### Job Posting and Sourcing:

Examine how you advertise job openings and attract candidates.

**Collaboration and Decision-making:**

Assess how your hiring team collaborates and makes decisions.

**Interview and Assessment Process:**

Evaluate your interview and assessment procedures. Are you efficiently scheduling interviews & managing candidate communication?

During each of these aspects, it's important to take into consideration the challenges and/or bottlenecks you're experiencing. This will help you identify areas in need of improvement and find a vendor that meets your requirements.

Common challenges may include: High volume of applicants, manual data entry and administrative tasks, lack of collaboration and communication and inconsistent screening criteria.

Now that you have a clear understanding of your recruitment process and the challenges you face, it's time to define your hiring goals and objectives. Thinking about the following: Time to hire, quality of hires, streamlining administrative tasks & enhancing communication.

With your hiring goals and objectives defined, draft a list of which ATS features and functionalities you'll need as this will lay a foundation for successful implementation that will transform your hiring process.

# Researching ATS Providers

With numerous options available in the market, it's essential to gain insights into evaluating features & functionalities, scalability, customisation options, & integration capabilities. Armed with this knowledge, you can make an informed decision about choosing the right ATS provider for your organisation.

When researching ATS providers, evaluating the features and functionalities they offer is crucial. Consider the following key features:

## Collaboration and Communication Tools:

Consider the collaboration and communication tools provided by the ATS. Ensure you have access to automated email notifications, interview scheduling, candidate feedback sharing, and centralised candidate communication.

## CV Parsing and Screening:

Ensure the ATS has robust CV parsing capabilities to automatically extract relevant information from CVs and screen candidates based on predefined criteria.

### Reporting and Analytics:

Look for features that provide insights into key metrics like time-to-fill, source of hires, and candidate pipeline analysis.

### Job Posting and Candidate Sourcing:

Assess the ATS's ability to post jobs on multiple platforms and job boards, and see if they integrate with job aggregators and social media platforms.

### HRIS Integration:

See if the ATS can integrate with your existing Human Resource Information System (HRIS) or other HR systems.

### Scalability:

Consider factors such as the number of users the system can support, the capacity to handle a large volume of candidates, and the ability to scale as your recruitment needs evolve.

### Customisation:

Evaluate the level of customisation, and ask if you can tailor the system to match your organisation's specific workflows, branding, and terminology.

### Background Check and Assessment Integration:

Consider whether the ATS can integrate with third-party background check providers, assessment tools, and pre-employment testing platforms.

### Career Site and Job Board Integration:

Evaluate the ATS's integration capabilities with your organisation's career site & preferred job boards.

### Defining Requirements and Budget

By identifying the key features needed and ensuring system compatibility with your existing infrastructure, you can streamline the selection process and make informed decisions regarding costs. When setting a budget for procuring and implementing an ATS, consider the following cost factors: License or subscription fees, implementation costs, ongoing maintenance and support and scalability and future upgrades.

# Stakeholders to consider when thinking about procuring an ATS

There are four main stakeholders in the recruitment process and when procuring an Applicant Tracking System. It's important to manage the expectations of your stakeholders to ensure their needs are met & no delays occur.

Your IT team will need to know about any new technical system/software solution you're planning on implementing into the business. It's essential you ask your IT colleagues to generate a questionnaire containing all information they require, these questions should then be shared with your account manager.

If you opt to implement a new careers website when procuring your Applicant Tracking System, you may need to involve your marketing/branding team to ensure all brand guidelines are being adhered to throughout the project.

Your team of recruiters and hiring managers will be the largest stakeholders in your procurement process. When planning which features and functions to choose from, it's essential to understand exactly what your team needs from the solution and how much access will be required by each user.

Finally, you'll need to map out your candidate's journey to help plan which other additional features or functions you require to ensure your process continues to run smoothly. In an ideal world, your candidate will have a dedicated area of your solution where they can access any information they need.

# Vendor Selection Process

To begin the vendor selection process, you need to develop a shortlist of potential ATS providers. Start by requesting recommendations from colleagues in similar organisations or professional networks, then using the key features previously mentioned in this document, assess how well each potential vendor aligns with your organisation's specific needs.

Next, look for vendors that specialise in ATS solutions and have a strong understanding of your industry. Established vendors should also offer comprehensive onboarding, user training resources, and responsive customer support. Consider the availability of online documentation, help center, & user community forums.

Once you have developed a shortlist of potential vendors, it's time to request proposals. Develop an RFP document outlining your organisation's requirements, objectives, and desired ATS features. Once you've received your proposals, your team will need to carefully review and evaluate the proposals. Finally, product demos also play a crucial role in the vendor selection process. They allow you to assess the usability and suitability of the ATS for your organisation, so arranging a product demo for each vendor on your shortlist is important.

# Implementation & Integration



To ensure a successful implementation, it's crucial to establish an implementation team and project manager, define implementation timelines and milestones, assess data migration requirements, & create a communication & change management plan.

Using the stakeholders previously mentioned in this document, you'll need to assign these team members tasks and responsibilities to contribute to the implementation process. One of the easiest ways to do this is by breaking down the implementation process into logical phases, such as system configuration, data migration, user training, and testing. Define the objectives and deliverables for each phase and match these with each stakeholder to ensure progress tracking and accountability.

You'll then want to assign realistic timelines to each phase and establish milestones to mark key achievements Consider factors such as the complexity of your recruitment process, the size of your organisation, and the availability of resources.

Before migrating data to the new ATS, it's vital to assess the cleanliness and quality of your existing data. Conduct a thorough audit of your existing data to identify any inconsistencies, duplicates, or outdated information. Cleanse and standardise the data to ensure its accuracy and integrity. Once the data has been cleansed it's time to ensure your map data fields from your existing system correspond to the fields in the new ATS.

If there are differences in data structure or format between your existing system and the new ATS, plan for data transformation.

Finally, throughout the implementation phase, you'll need to determine appropriate communication channels to keep stakeholders informed. Consider methods such as regular project status updates, email communications, team meetings, and training sessions.

# Training and Onboarding

Effective training and onboarding are essential to ensure the successful adoption of the new ATS. Proper onboarding and training help users transition smoothly from the previous system to the new ATS, reducing resistance and ensuring a positive user experience. To ensure the best training, you'll need to develop training materials and resources tailored to your organisation's needs. Hands-on training sessions are also a great option as they allow users to practice using the ATS in a simulated environment.

Once all initial training has been completed, be sure to provide ongoing support to users via message boards, Q&A sessions and feedback forms. Plus, by regularly gathering user feedback you can identify areas for improvement and address any concerns promptly.

# Ongoing Maintenance and Support

Regular system maintenance is essential to keep your ATS running smoothly. Start by identifying the key maintenance tasks required to keep your ATS in optimal condition. These tasks may include database optimisation, system backups, security audits, and performance monitoring.

Assign specific responsibilities to individuals or teams within your organisation for executing each maintenance task. Clearly communicate their roles and ensure they have the necessary resources and access to perform their duties effectively.

You'll also need to stay informed about software updates, new features, and bug fixes released by your ATS vendor. It's recommended to subscribe to vendor newsletters, follow their release notes, and stay connected with their support channels.

Leveraging vendor support resources is essential for addressing technical issues & maximising the functionality of your ATS. Try to familiarise yourself with all the available Support channels provided by your ATS vendor. These may include online support portals, email support, phone support, or live chat. Finally, explore the vendor's documentation, knowledge base, and user forums to access self-help resources and troubleshooting guides - these resources can often provide valuable insights and solutions to common issues!

# Our Resources

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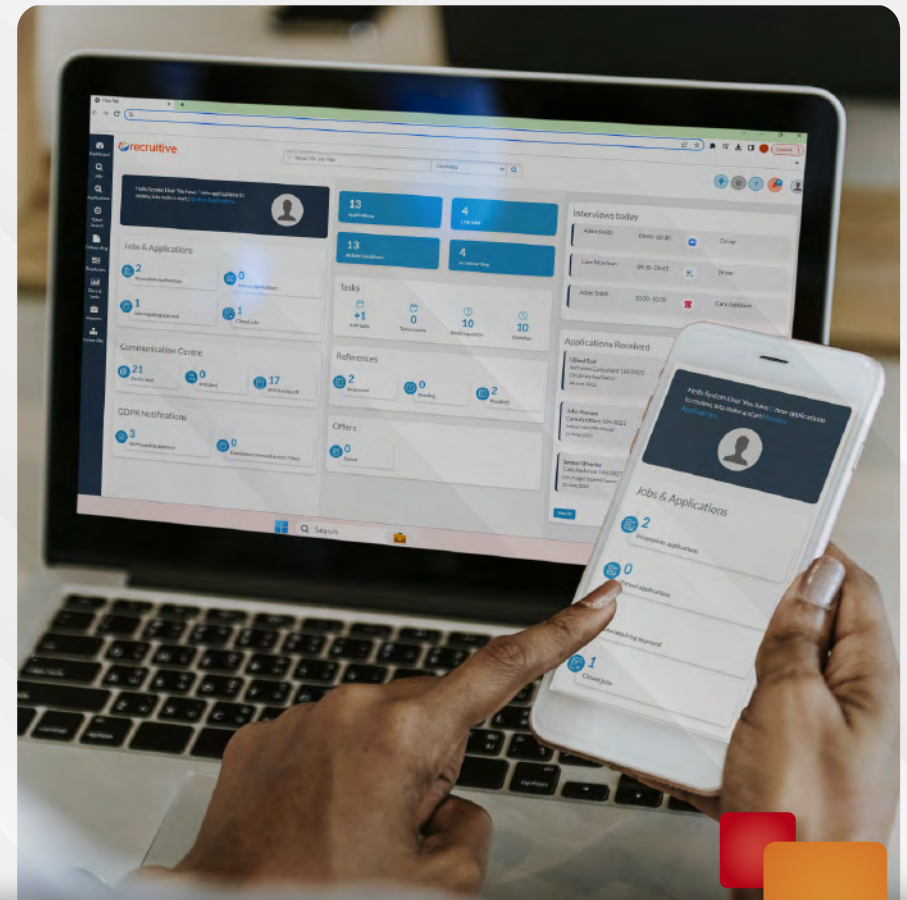
With our resources, you'll be able to better understand the features and benefits of ATS and optimise your recruitment process Don't miss out on this valuable opportunity to take your recruitment efforts to the next level. Download our ATS resources today!

# 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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