APPLICANT TRACKING & HIRING GUIDE

PaperTrails

OVERCOME THE DIFFICULTIES OF HIRING

In a recent Gallup study, 69% of business globally reported labor shortages. Another 2021 study, organized by Korn Ferry, finds that by 2030, 85 million jobs globally could go unfilled due labor shortages. Then, take into account the Great Resignation. Approximately, 36 million Americans resigned in May 2021 alone. And according to the Gallup study, 48% of Americans are actively looking for new opportunities.

The COVID pandemic has had a massive impact on the way people view their work. People are seeking job opportunities that provide a work-life balance. An Applicant Tracking System is critical in finding and hiring the right candidates. An Applicant Tracking System has one main goal, which is to automate your business' hiring process. This automation assists in sourcing top talent and eliminates unnecessary tasks, allowing you to engage with your candidates.

We are living in an applicant's world and you must have a high quality hiring process to compete for high-end talent. An established process, using automated tools and timely follow through are all key to hiring and retaining employees. This guide will help find the ATS that is right for you.

YOU NEED AN APPLICANT TRACKING SYSTEM IF:

You are using outdated practices like spreadsheets, email, and paper documents that slow you down and makes you appear disorganized.

Your hiring process is confusing and time consuming. The application process should take no longer than 15 minutes to complete.

It takes weeks or months to schedule interviews because there is too much back in forth with hiring managers, recruiters, and candidates.

Hiring an applicant takes your business multiple weeks or months because of delays in the process.

You have trouble located previous applicants information because of an overload of emails.

WHAT IS AN APPLICANT TRACKING SYSTEM?

An Applicant Tracking System (ATS) is a type of HR software that helps businesses find, track, and hire candidates. If you are still manually tracking candidates with Excel sheets, sending emails, and reviewing every resume by hand, an Applicant Tracking System is for you.

An ATS automates the day-to-day tasks and streamlines your hiring into a process that is repeatable and scalable. Saving time on the mundane tasks of hiring allows your staff the time to engage with your candidates.

An ATS will hold all your candidate's information, including all team communications in a centralized place. This eliminates the need to search for emails, resumes and contact information. Once you've found the perfect candidate to fill your role, you can send out offer letters right from your ATS and once the offer letter is signed electronically, you can seamlessly move your new hires information right into your onboarding process.

WHAT ARE THE FEATURES OF A STRONG ATS?

Choose an ATS software that has as many features as possible. There are many different ATS software on the market, each are competing with each other to have the most user friendly experience. This is a benefit to businesses as it results in a better product. Candidates prefer to communicate on-the-go and on any device. This has lead to additional features like video interviews, texting, and simple calendar-based scheduling.

Since there are literally hundred's of ATSs to choose from, some with features varying drastically from the next, you'll want to know your baseline.

Basic features of a strong Applicant Tracking System include:

- ✓ Customizable Careers Page

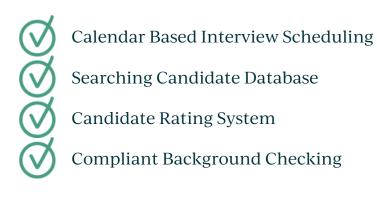- ✓ Automatic Posting to Multiple Job Boards

- ✓ Resume Examination

- ✓ Video Interviewing Capabilities

- ✓ Full Suite of Analytics

- ✓ Automated Email & Text Capabilities

- ✓ Prescreening Questionnaires

- ☑ Calendar Based Interview Scheduling
- ☑ Searching Candidate Database
- ☑ Candidate Rating System
- ☑ Compliant Background Checking

QUESTIONS TO ASK WHEN CHOOSING AN ATS

How your current hiring process works and what you want it to look like moving forward is key to determining which ATS is right for your business. It is highly unlikely that qualified candidates will wait around if your process has holes in communication, automation, and personalization.

Questions to ask about your business and process:

1. Should the ATS already be a feature of your HCM software or do I prefer an separate software?
2. Do you want your ATS to connect seamlessly and automatically with your Onboarding process?
3. Do each of your departments have a hiring process or will you need to build a scalable process to deliver company-wide?
4. Do you need a centralized place to track conversations and documents for candidates so multiple people can have access?
5. How many roles are you looking to fill within your organization?
6. How important is the candidate's experience with your hiring process?

THE VALUE THAT AN ATS BRINGS

An strong ATS can have a huge return on investment for all business. Quality ATS software will save you money on the amount of time you are paying administrative staff, on recruiting costs, and on sourcing qualified candidates. Since an ATS will bring you an improved candidate experience, it can even save you on retention and turnover costs. The cost of hiring and training employees in not cheap.

Once you have calculated these costs and compared them to what you will pay for your ATS, the numbers won't lie— your company will be saving huge amounts of cash.

WHY CHOOSE ISOLVED ATTRACT & HIRE?

While there are no shortage of options on the market for an Applicant Tracking System, isolved Attract & Hire is different. The isolved system is a fully customizable solution. This helps you optimize every stage of your recruiting process. Attract & Hire can scale your team quickly, source remote candidates, or reach diverse talent. This system provides you with the technology needed to find the best candidates for your open positions.

isolved allows you to dive into tasks that need a human touch and automate the manual tasks that don't. The system can automatically post your open positions across multiple job boards, pre-screen candidates with customizable questionnaires, and schedule interviews easily with integrated calendars. Pre-built reporting means you can make better decisions in less time.

No matter which you choose, make sure the ATS is built to meet the needs of your organization and has the features you need to for your hiring to be a success.

ESSENTIAL CRITERIA OF ATTRACT & HIRE

Compare other ATS software to isolved Attract & Hire to see how the essential criteria compare! isolved Attract & Hire provides all of the following:

▶ Experts are available to help you write job ads that will make the best applicants want to apply.

▶ Post to over 500 free and paid job boards without using a third party that charges additional monthly fees!

▶ An "apply" integration with hundreds of job boards like Indeed, Glassdoor and ZipRecruiter to make the application process simple!

▶ A system that proactively pushes employees to share your jobs via email and social media outlets to attract qualified candidates to your business.

▶ The user-friendly platform provides a career site and application process that works on all devices!

▶ An ATS software that provides technical support to the applicants as they apply.

▶ A company to help you maximize the number of people completing applications for your open positions.

▶ A platform that allows short application initially, followed by gathering the rest of the application at the point of interview to save time.

▶ An ATS system that allows you to correspond with job seekers via email as well as text message for easy communication.

▶ Provides access controls, notes, ratings, sharing and other tools to enable collaboration for the full hiring team throughout the process.

▶ Additional logins for all HR team members and hiring managers included at no additional cost!

▶ A platform to manage other add-ons such as background checks, assessments, onboarding, and more!

No matter which you choose, make sure the ATS is built to meet the needs of your organization and has the features you need to for your hiring to be a success.

Questions?

If you have additional questions regarding anything to do with isolved Attract & Hire, or would like to get started using this tool today, please reach out to us.

Visit Us

We hope that you have found this guide beneficial and will help you make an informed decision for your business!

📞 207.721.8575

📍 10 Main Street, 2nd Floor
Kennebunk, ME 04043

🌐 papertrails.com

isolved™

PaperTrails