

# Dotting the i's...

Getting the most out of your ATS Demo



Vendor name

Date of demo

Contact info

It's easy, especially when time is tight during a software demo to miss something, or to ask a question of one vendor, then forget to ask it of another. So our handy checklist is designed to make sure you cover some key areas each time...

## Create & Post

- 1. Provides the ability to organise and automate the entire recruiting and hiring process.

- 2. New vacancies can be added quickly and easily, a template bank can be drawn from. Jobs can be published internally, externally or to both.

- 3. Customisable hiring and approval workflows can be created to accommodate different teams or vacancy types.

- 4. Provides and manages online applications and forms, which are user configurable, with multiple forms if needed.

- 5. Integrates with 3rd party job distribution tools like Broadbean or Idibu.

## Attract & Engage

- 6. Offers the tools I need to create a customisable, branded career portal. (Skinning / RSS Feeds of all vacancies)

- 7. Integrates with social networking sites, can search LinkedIn and add candidates directly within the system. Allows users to Apply with LinkedIn.

- 8. Has support for browsing vacancies and applying via a mobile device.

- 9. Candidate source can be tracked, whether by a simple question to the candidate or a more reliable means.

- 10. Email templates and all text on the candidate front end can be changed to match our own tone of voice.

## Screen & Hire

- 11. We can attach screening questions to the requisition.

- 12. We can quickly and easily search and match candidates who've applied as well as from a wider talent bank.

- 13. Can easily schedule interviews, manage calendars and allow interviewing managers visibility of the process.

- 14. Reduces or eliminates physical paperwork required during the recruiting and hiring process.

- 15. At a glance information on the progress of each vacancy, and how many candidates are at each stage.

