

**Hiring Software Buyers Guide**

**Trying to compare Applicant Tracking Systems?** Use this hiring software essentials checklist to find your best fit.

# Managing an eﬀective hiring process requires more than just a simple Applicant Tracking System. The software needs to adjust to your unique hiring approach, be backed up by a team of experts to support you, and be designed to maximize your results.

This checklist will help you make an informed decision.

**Essential Criteria**

**Great Job Ads Get Results**

Your team’s strength is compliance, not marketing. Does the provider have experts available to help you write job ads that will make the best applicants want to apply?

***Our Service***

**Free & Paid Job Boards**

Applicant flow is vital to a successful hiring process. Does the platform post to over 500 free and paid job boards without using a 3rd party that charges additional monthly fees?

**Job Board Account “Apply” Integration**

Starting the application on the job board increases applicant flow. Does the system have “apply” integrations with hundreds of job boards like Indeed, GlassDoor, & ZipRecruiter?

**Employee Referral Portal & Tracking**

Employee referrals are one of the best sources of qualified applicants. Does the provider have a system that proactively pushes employees to share your jobs via email and social media?

## Mobile Optimized Career Site & Apply Process

Over 89% of job seekers use their mobile phone to search for jobs. Does the platform provide a career site and application process that works on mobile?

**Job Seeker Support**

From answering questions to uploading resumes, people applying to jobs ask a lot of questions. Does the company provide technical support to the applicants as they apply?

## Application Completion Optimization

Getting job seekers to your career site doesn’t guarantee that they will apply. Does the company help you maximize the number of people completing applications?

**2-Stage Application**

Qualified applicants dislike filling out long initial applications. Can the platform allow for a short application initially, and gather the rest of the application at the point of interview?

## Applicant Communication via Email & Text

Communicating with job seekers is a vital part of the hiring process. Does the system allow you to correspond with job seekers via both email as well as text message?

**Manager Collaboration & Tracking**

Hiring is a team eﬀort. Does the system have access controls, notes, ratings, sharing, and other tools to enable collaboration throughout the process?

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**Essential Criteria**

***Our Service***

**Unlimited Logins**

It isn’t just HR managers who use hiring software. Are additional logins for your HR team and hiring managers included at no additional cost?

**Personalized Support & Hands-on Training**

You will need help & advice to get a platform to work with your unique hiring process. Is support & training for your team provided for free with the system?

**Estimated Monthly Cost:**

**Free Trial, No Setup Fees, & No Contracts**

A lot can be learned from how software is sold. Does the provider believe in their system enough to oﬀer a free trial, free setup, and not require a long-term contract?

**End-to-End Hiring Solution**

Applicant Tracking is the core of a good hiring process, but can the platform manage your other add-ons such as background checks, assessments, onboarding, etc?

**We hope you find this worksheet was helpful**

Want to see how we can help provide hiring peace of mind? We’d love to show you whats under the hood. No pressure, just quality conversation.

 **812-474-9000**

**How to Convince Your Boss**

Your company lacks good hiring software, but you have no budget. We’ve put together the following talking points to help you approach your boss. Forget about how it will make your life easier and focus on how a better hiring system will support your company's goals.

**1. An organized system will help us drive results.**


### Manually processing hiring data is such a mess (inbox full of resumes, stacks of paper applications, tons of spreadsheets) that it is virtually impossible to analyze and use that information to drive improvement.

**3. Faster hiring will positively impact our bottom line!**

Hiring great talent takes time, but having a critical job remain unfilled can cost as much as $250 to $500 per day. We aren’t looking to make hasty decisions, but much of our time-to-fill a job is caused by bottlenecks and ineﬀicient processes.

**Increased Overtime pay Lagging Sales Activity Decreased Employee Morale Compromised Customer Service**

...but we currently spend over $3000 per hire without tracking, automation, or metrics

You wouldn’t run a sales team without a CRM and metrics.

You wouldn’t do online marketing without analytics.

**2. We are missing out on great applicants!**

The best applicants have options. If we aren't fast enough, or if our process isn't good enough, we risk having our competitors beat us to the best talent.

**4. A better process will improve our reputation.**

The first impression that we make with our employees happens when they visit our career site and apply for a job. What does our current process tell people about our company? Does it say that we value the applicant’s experience? Does it tell them that we communicate

eﬀectively? Does it say that we embrace new technology?

**90%** of people who read job ads don't apply.

**60%** of applicants don’t complete their application

What if these job seekers are also customers?

**A Bad Experience Harms The Organization**

**New users typically see 50-200% more qualified applicants apply.**

**42% won’t apply again**

**22% tell others not to apply 32% less inclined to purchase 9% tell others not to buy**

**Notes**