Using an Applicant Tracking System - Employer Newsletter

APPLICANT TRACKING SYSTEMS

The hiring process can be complex, but using an Applicant Tracking System (ATS) can help you manage recruitment and hiring making it easier and less stressful. If you are part of a large company, and receive numerous resumes per day, this will be an especially helpful program.

ATS software can provide several useful features that streamline the recruiting process. By allowing you to easily keep track of applicants and keep records in one place, you can save time, money, and not have to worry about losing information about those who have applied.

An ATS can help match job seekers with jobs, automatically flagging them as a fit if it finds a match between their application and the job opening. If a candidate is not a match, their information will remain in the database.

MoJobs, the labor exchange job search application for the Missouri Division of Workforce Development includes an Applicant Tracking System. Screens pinpoint a candidate's strengths and weaknesses and allow employers to efficiently select the best match for their needs. Employers can manage all their job openings from one screen and track applicants through every step of the recruiting process. The system provides communications and correspondence functionality for employers and staff to help automate their recruiting process and improve productivity. The Virtual Recruiter component allows employers to save a resumé search and run it periodically to identify any new talent that fit the search criteria. Results are sent to the employer's message box, to an email address, or even to their cell phone as a text message.

As wonderful as ATS software sounds, remember it doesn't have human judgment. Only a person can truly understand the overall message a resume conveys. A resume that interests a hiring manager or HR employee may not look interesting to an ATS. After all, it just checks off items on a list of keywords. As a result, ATS software is not a substitute for the human touch, but with careful consideration, it can be a very powerful software for you and your company.

For help with setting up or using your MoJobs account to post job openings or track applicants, contact your local Job Center.

Be sure to visit our EMPLOYER EVENTS page for the latest information on upcoming sponsorship and participation opportunities for job fairs, as well as other hiring and HR informational meetings.

Whether you are an employer looking to hire, train or retain a skilled workforce, or a worker looking for a new career in a well-paying occupation, Registered Apprenticeships can help you achieve your goals.

Click for more information on Missouri's Registered Apprenticeship program.