

# LOSING TRACK OF ALL THOSE APPLICANT TRACKERS?

## Apploi's guide to picking the perfect ATS

At Apploi, we're constantly talking to managers about what they want and need out of hiring. We've got a good grasp on what makes an Applicant Tracking System tick.

Shopping around for a new ATS and not sure how to pick the right one?

Here are some questions to ask before you commit.

### Job Posts, Integrations, & Promotions

- Does this software help me post my jobs?
- Can I promote a job across many sites simultaneously?
- Is this software integrated with popular job boards to give me further reach?
- Will this software help me advertise positions on social media?
- Will this software help me brand my career pages and optimize my job posts for the web?

- Does this platform collect onboarding paperwork relevant to healthcare?
- Does this platform integrate with healthcare job sites?
- Is this platform HIPAA compliant?
- Does this platform offer job post optimization designed to attract healthcare candidates?
- Can this platform collect, verify, and track industry-specific licensure?

### Healthcare Specific Functionality

### Security

- Is this platform securely encrypted?
- Does the platform feature role-based user permissions, so I can decide who is able to access candidate profiles?
- Can applications flow entirely through this platform, reducing the need to share sensitive information through risky channels like email and fax?
- Does this platform transparently share its security testing methods?

- Is this platform easy to join and navigate as a first-time user?
- Are there accessible user admin options to easily change user permissions and add new users?
- Is it simple to navigate to customer support and submit tickets?
- Is there a convenient search function to view candidates across workplaces and workflows?

## Interface & User Experience

## Tracking & Analytics

- Does this platform display analytics on your candidates' workforce readiness?
- Can you see what documentation is missing or soon to expire?
- Are you able to toggle between facility-specific and organization-wide analytics views?
- Can you send reminders to candidates missing documentation within the platform?
- Can you track vaccine status of candidates and see who still needs to submit vaccination documentation?

- Does the platform allow you to maintain records of previous candidates?
- Can you take and retain notes on candidates from previous rounds of recruiting for future reference?
- Can users mark candidates as “do not rehire”?
- Does the platform reduce days-to-hire, reducing the risk that candidates will accept a job with a competitor?
- Does the platform increase conversion rates with 1-click apply?

## Candidate Retention

## Candidate Communication

- Can you send emails within the platform?
- Can you send text messages within the platform?
- Does the platform retain a record of candidate communications for easy review?
- Are you able to send unlimited messages to candidates?
- Does the platform make it possible to contact candidates from previous rounds of recruiting?

## Teamwork & Collaboration

- Does this platform allow multiple members of your team to join as users?
- Can your team share notes across workplaces?
- Can you schedule interviews in a central calendar shared with your teammates?
- Is there a variety of ways for users to take and share notes on specific applications and job posts?
- Can multiple users move candidates through the application process, based on user permissions?

- Are you able to customize workflows to reflect your process?
- Are you able to use this platform for both high-volume and single positions?
- Can you edit suggested email and text templates to reflect your organization's voice?
- Are there multiple ways to take notes on candidates, to appeal to different kinds of users?
- Can you easily move candidates through stages, including candidates from previous recruitment rounds?

## Flexibility

## Offers & Onboarding

- Can you send offer letters from the platform?
- Does the platform allow you to natively transition candidates from applicant tracking to an employee management system?
- Can you collect onboarding paperwork from the platform?

- Does the team behind this software offer free training sessions for new users?
- Is the customer support team well-versed in your industry?
- Is customer support easily accessible and responsive?
- Are there multiple channels of communication to access support?
- Does customer support reply to issues in a timely manner?

## Customer Support

## Value

- Does this platform offer additional features beyond applicant tracking?
- Does this platform offer multiple packages for businesses of different sizes?
- Is this platform competitively priced for ATS systems that specialize in your industry?
- Does this platform provide options if your business scales?
- Is training and onboarding new users affordable on this platform?