

Candidate Experience checklist

How can an ATS improve candidate experience in your organisation?

		Y	N
1	Is your careers page easy to get to and view using a mobile phone or tablet?	<input type="checkbox"/>	<input type="checkbox"/>
2	Can candidates easily apply for a job using their mobile phone or tablet?	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you have a one page application form?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you tell candidates how long the application process will take?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you inform candidates of the application process from start to finish and what they can expect at each stage?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you show salary information?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do candidates receive notifications via text and email every time they move through to the next step of the recruitment process?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you enable the applicant to experience what working for your company could be like through video or media rich web pages?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do you ask for feedback from candidates on their experience?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do you have several touch points for employee on-boarding (excluding completing HR paperwork)	<input type="checkbox"/>	<input type="checkbox"/>

8-10 Points - Great job! Your most likely delivering a good candidate experience

Y = 1 point
N = 0 point

5-7 Points - Your most likely delivering a satisfactory candidate experience. You may want to review your systems and see if they need updating or if there are under utilised features that could improve the candidate's journey.

4 and below - There's room to improve. You may want to consider investing in an ATS or upgrading existing systems to consistently deliver a better candidate experience.