Cost and efficiency checklist
How can ATS optimise your recruitment processes?

1. Do you still have a paper based vacancy authorisation or requisition process?  
   Y = 1 point  
   N = 0 point

2. Are you using Excel Spreadsheets for tracking candidates through your process? (For things like who applied, who is invited to interview).  
   Y = 1 point  
   N = 0 point

3. Do you post jobs manually to each individual job board you use?  
   Y = 1 point  
   N = 0 point

4. Do you manually type emails to keep candidates informed of their progress and arrange interviews?  
   Y = 1 point  
   N = 0 point

5. Are you able to automate interview reminders via email and SMS?  
   Y = 1 point  
   N = 0 point

6. Are you manually posting jobs to social media?  
   Y = 1 point  
   N = 0 point

7. Do you have to manually create conditional offers and contracts?  
   Y = 1 point  
   N = 0 point

8. Are you spending a lot of time each month finding and compiling data for reporting?  
   Y = 1 point  
   N = 0 point

9. Are you have to manually and continually chase hiring managers for feedback?  
   Y = 1 point  
   N = 0 point

10. Are candidates able to register their interest even if no jobs are suitable/available?  
    Y = 1 point  
    N = 0 point

11. Do you have a searchable talent pool to search from?  
    Y = 1 point  
    N = 0 point

12. Are you able to accurately measure cost per hire and time to hire?  
    Y = 1 point  
    N = 0 point

9-12 Points - There is a significant opportunity to reduce costs and improve efficiency with an ATS to support your recruitment efforts.

4-9 Points - There’s room for further optimisation in existing processes which could drive greater efficiency. You may want to review the capability of your existing systems/ATS.

3 and below - Your recruiting is efficient great job! There may be room for improvement particularly if all your processes are not in a single ATS.