Cost and efficiency checklist

How can ATS optimise your recruitment processes?

KALLIDUS

		Y	N
1	Do you still have a paper based vacancy authorisation or requisition process?	☐	☐
2	Are you using Excel Spreadsheets for tracking candidates through your process? (For things like who applied, who is invited to interview).	☐	☐
3	Do you post jobs manually to each individual job board you use?	☐	☐
4	Do you manually type emails to keep candidates informed of their progress and arrange interviews?	☐	☐
5	Are you able to automate interview reminders via email and SMS?	☐	☐
6	Are you manually posting jobs to social media?	☐	☐
7	Do you have to manually create conditional offers and contracts?	☐	☐
8	Are you spending a lot of time each month finding and compiling data for reporting?	☐	☐
9	Are you have to manually and continually chase hiring managers for feedback?	☐	☐
10	Are candidates able to register their interest even if no jobs are suitable/available?	☐	☐
11	Do you have a searchable talent pool to search from?	☐	☐
12	Are you able to accurately measure cost per hire and time to hire?	☐	☐

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

Y = 1 point
N= 0 point

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.