



# ATS Procurement Checklist

## Hiring Managers:

- What hiring tools are most important?
- What tools are needed to improve workflow?
- Create a 'wish list' to see if your supplier can accommodate
- What reporting tools are needed?
- What usability do they require?
- Do they require to raise a vacancy request?
- Do they have a management approval process when they raise a vacancy request?
- Do they need to Raise a Hire form?
- Do they need to schedule interviews and send emails?
- Do they only need to see candidates at a certain stage?
- Do they need access to a portal to view candidate information, reporting etc?
- Do you have a management approval process when they raise a vacancy request?

## Recruiters:

- Do they require to post to external boards?
- Do they schedule video interviews with Teams or ZOOM?
- Do they use specific application forms?
- Do they need to store Job Description Templates?
- Do they have specific fields in order to complete job descriptions?
- What is your recruitment process flow?
- Would a Candidate Search pool be used in your system?
- How do they identify candidates within your search pool?
- Do they require a task scheduler to be used?

## Notes:





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## Candidates:

- ➔ Do they require a dedicated area or portal?
- ➔ How much access do they need?
- ➔ Do they need to download & upload information?
- ➔ Do they need to communicate with recruiters?
- ➔ Do they require a progress tracker?
- ➔ Are they required to complete online tests?
- ➔ Do they need to have access to future roles?

## IT Department:

- ➔ Do you have a central IT Team?
- ➔ Do you require Single Sign On for the business?
- ➔ Have you got support from your IT team to assist in Domain support?

## Marketing Department:

- ➔ Do you require a Third-Party Marketing integration?

## Additional Questions:

- ➔ What reports do you require to export from an ATS system?
- ➔ Do you require a user friendly How to Guides within the ATS system?

## Notes:

- ➔
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