

## 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?

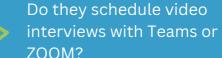
Do they need access to a portal to view candidate information, reporting etc?

Do you have a management approval process when they raise a vacancy request?

#### **Recruiters:**



Do they require to post to external boards?



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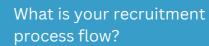
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Do they need to store Job Description Templates?

Do they use specific

application forms?

Do they have specific fields in order to complete job descriptions?



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:

Notes:

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?

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