

Applicant Tracking Software Checklist

If you are planning on purchasing an ATS this year, it helps to have an idea of the functions and features of the software that are critical to you, and that is nice to have. We have put together a checklist of the main features of most applicant tracking software to help you with your decision. When you attend software demos, you can use this handy checklist to track the benefits of each product you view, as well as add your own notes.

Product Name: _____

Demo Date: _____

Name of Rep(s): _____

Feature	Included	Notes/Comments
Cloud Based	YES / NO	_____
Installed Product	YES / NO	_____
Configurable	YES / NO	_____
User Based Security	YES / NO	_____
Website Integration	YES / NO	_____
24/7 Access	YES / NO	_____

Candidate Experience

Applicant Portal	YES / NO	_____
Automatic Replies	YES / NO	_____
Branded Career Center	YES / NO	_____
Resume Parsing	YES / NO	_____
Employment Application	YES / NO	_____
Internal Applicants	YES / NO	_____
Track Employee Referrals	YES / NO	_____

Job Posting

Unlimited Candidates	YES / NO	_____
Unlimited Job Postings	YES / NO	_____
Job Approval Process	YES / NO	_____
Job Board Posting	YES / NO	_____
Social Media Posting	YES / NO	_____

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<u>Candidate Tracking</u>		
Assign Status/Workflow	YES / NO	_____
Schedule Appointments	YES / NO	_____
Send Candidate Email	YES / NO	_____
Assign/Move Requisition	YES / NO	_____
Forward Candidate via Email	YES / NO	_____
Rate/Rank Candidate	YES / NO	_____
Engage Hiring Managers	YES / NO	_____
<u>Reporting</u>		
Applicant Reports	YES / NO	_____
AAP Reporting	YES / NO	_____
Requisition Reports	YES / NO	_____
Time to Fill/Time to Hire	YES / NO	_____
Custom Reports	YES / NO	_____
<u>Onboarding</u>		
Includes Electronic I-9	YES / NO	_____
Includes Electronic W-4	YES / NO	_____
Includes State Tax Withholding	YES / NO	_____
Form Builder	YES / NO	_____
New Hire Completes Online	YES / NO	_____
Track Status of Forms	YES / NO	_____
HR/Payroll Integrations	YES / NO	_____
Employment Tax Credits	YES / NO	_____
<u>Training</u>		
Training is Included	YES / NO	_____
Additional Cost for Training	YES / NO	_____
Live Support/Customer Service	YES / NO	_____
Knowledgebase / Help Manual	YES / NO	_____

