



ATS Self-Evaluation Questionnaire

By Mark E. Berger

"The ATS Identification, Evaluation and Selection Expert"

Use this form to compare one ATS vendor against another. Ask each vendor the same questions, compare and rank the answers. From there decide who to demo. You can always contact me directly with any questions or comments at 314-962-7515.

Company 1

Company 2

Company 3

	Company 1	Company 2	Company 3
Sourcing (Candidates)			
Can you parse from Outlook, Desktop, Text, Email and Job Boards?			
What resume elements are parsed? Contact, Skills, Education, Experience?			
Can you Bulk parse? Is there a Limit? Is there a charge for parsing resumes?			
Can you view and edit everything in a Candidate profile on one page, including the resume?			
Are you able to create/save/send blinded resumes?			
Can you upload/house additional documents within profiles in any format?			
Are internet applications collected in real time?			
Account Management (Sales)			
Are you able to track the sales process? Prospecting vs. Client?			
Are hiring managers stored separately from candidates?			
Can you store desired skills for hiring managers and companies?			
Are Candidates, Companies and Hiring Manager able to be linked to jobs?			
Can templates be created to send mass emails?			
Are you able to create/save call lists and hot lists?			
Can lists be imported from Excel and other programs?			
Searching			
Can search fields be configured by each user?			
Do you have a simple search feature for quick lookups?			
Can all fields be in database be searched, including full resume text?			
Can boolean search strings be created and saved?			
Matching			
Can candidates be matched to job orders, hiring managers or companies?			
Can the system automatically search for candidates based on job order criteria?			
Are you able to compare Jobs and Candidates side by side?			
Workflow Automation			
Are all job order workflow stages and activities tracked through the system?			
Are follow ups, actions and notes automatically created when moving a candidate through the hiring process?			
Are all all emails, notes, tasks and phone calls associated to a search tracked?			

Website Integration															
Are there separate sections for the client and the candidate?															
Can jobs be easily posted directly to website from within the software?															
Are you able to create candidate online screening/assessments/evaluations?															
Are there instant notifications when candidates apply on the website?															
Does the system offer RSS feeds?															
Are you able to post jobs to multiple online job boards; paid and free?															
Does the system offer candidates "Search Agents," which automatically email job discriptions to candidates matching their criteria?															
Reporting															
Reporting capabilities, ex. Applicants, job orders, submissions, interviews, priority searches, posting ROI phone calls, emails, recruiter activity, etc.															
Can you run, filter and export key ratio and activity reports?															
Implementation/Training															
What is the implementation timeline and average time to proficiency?															
Are there comprehensive training videos that cover the basic functions of the program?															
Is live, computer based training customized to your business practices ? Is there an additional cost?Is it unlimited?															
Customer Service															
What are the hours customer support ?															
Is technical support onsite? Do they have direct access to the Developers?															
Is customer service / Technical support available by email and phone?															
What is the normal turn around time to return support calls or emails?															
Technical Questions															
Is the company a Cerified Microsoft Solution Procvider?															
How often can you export your data? Is there any cost for exporting your data?															
Can you access your data remotely? Is it an ASP or Installed system?															
How is your secured and protected?															
Fee Structure / Miscellaneous															
What is the Cost per user?															
What are the startup/licensing requirements and costs?															
Is unlimited training and support included in the startup cost?															
Are Email and Website Integration offered at no charge?															
Is there an additional charge for data conversion?															
How long have you been in business?															
How many users are on your system currently?															
Overall Reaction to Product Demonstration	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Ease of Use	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Speed	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5