What to look for in an
Applicant Tracking System (ATS)

Compliance and Credential Management

- Ensure the ATS can manage compliance with healthcare regulations such as HIPAA
- Look for features that facilitate the management of nursing credentials, certifications, licenses, background checks, etc.

Customizable Job Listings

- The ATS should allow you to create and customize job listings tailored to roles in your organization
- Look for an ATS that has templates and tools to help create compelling job postings

Automated Workflow and Communication

- Look for ATS platforms that offer job board integration and also allows for links to your company website and social media pages
- Look for automation features that streamline the recruitment process such as interview scheduling, email notifications, etc.
- The ATS should have a messaging feature that will assist with facilitating communication with candidates throughout the hiring process, providing templates for personalized emails and text messages

Collaboration and Review Tools

- Choose an ATS that enables collaboration among hiring team members, allowing them to review resumes, provide feedback and track the candidate's progress through the hiring process
- Look for unique features such as candidate scoring, notes and candidate rating systems to streamline decision-making

Integration with HR and Payroll Systems

- Choose an ATS that integrates seamlessly with existing HR systems and payroll software to ensure smooth onboarding and employee management processes
  - Integration capabilities help reduce data entry errors and ensure data is consistent

Analytics and Reporting

- Seek ATS platforms that provide comprehensive analytics and reporting functionalities, allowing you to track recruitment and hiring metrics such as time-to-fill, etc.
  - Customizable dashboard and reports will help the organization gain insights into the hiring processes and make data-driven decisions for continuous improvement

User-friendly Interface and Support

- Prioritize ATS solutions with intuitive interfaces that are easy to navigate for both recruiters and candidates
- Look for a platform that is a mobile application/app and has accessibility features for use on the go
- Look for vendors that offer responsive customer support and training resources to assist with implementation, troubleshooting and ongoing usage

Scheduling Platform

- Most ATS platforms are now incorporating/partnering with scheduling software programs to provide a scheduling tool/solution for their clients

Retention

- Check the retention capabilities of the system, verifying the type of record archiving done for applicants who aren't hired so the records can be accessed at a later date if the position reopens

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