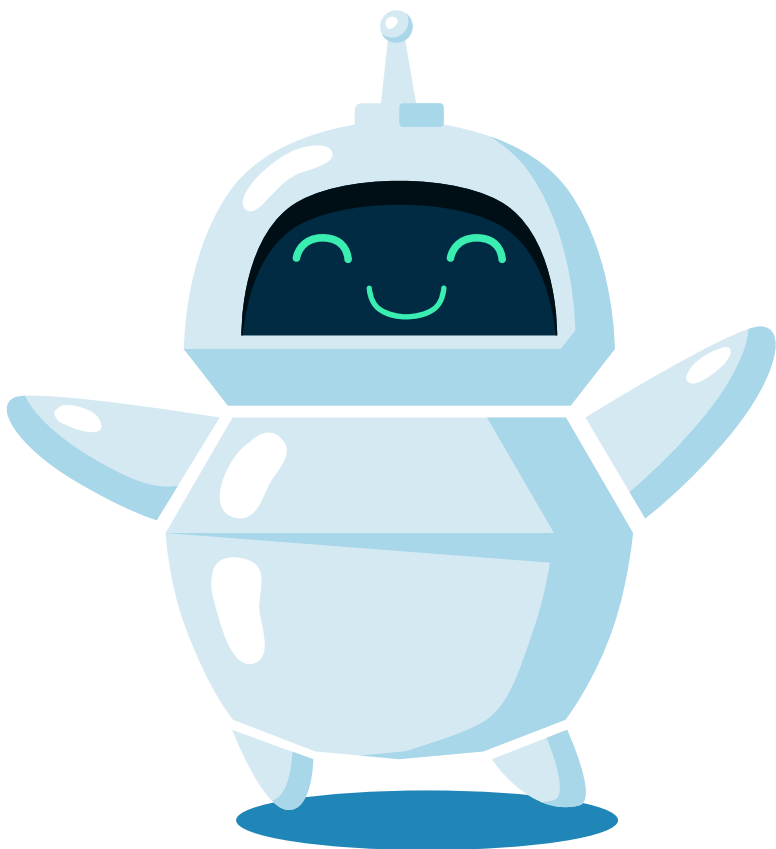## UNDERSTANDING APPLICANT TRACKING SYSTEMS

An Applicant Tracking System (ATS) is a software application used by companies and organisations to streamline and automate their recruitment and hiring processes. ATS systems are designed to manage and track the entire candidate lifecycle, from receiving applications to making job offers.

Key features include:

- CV parsing
- Job posting & distribution
- Candidate screening & evaluation
- Communication and collaboration
- Reporting & analytics
- Compliance and documentation

It is said that ATS systems play a crucial role in managing large volumes of applications, improving efficiency, and ensuring a standardised and consistent hiring process. With the rate at which companies are adopting ATS, chances are if you're job searching you'll encounter one (or two... maybe three)!

So, it's important your CV is optimised for ATS....

Top Tip!

Test your CV with ATS tools

There are online tools available that allow you to test your CV's compatibility with ATS systems. These tools can help identify any formatting or content issues that may hinder your CV's recognition by ATS.

To make your CV more compatible for AI and improve its chances of being recognised and selected by applicant tracking systems (ATS), consider the following tips:

- **Use standard file formats:** Save your CV in a commonly used file format such as PDF or Microsoft Word (.docx). These formats are more likely to be compatible with different ATS systems.
- **Stick to a clean and simple format:** Use a clean and well-structured format for your CV. Avoid complex designs, graphics, or tables that can be difficult for ATS to parse and interpret. Use clear headings and bullet points to organise information.
- **Incorporate relevant keywords:** Review job descriptions of the positions you're applying for and identify relevant keywords and skills. Include these keywords naturally throughout your CV, especially in the skills section, work experience descriptions, and summary/profile statement. However, avoid keyword stuffing and maintain a natural flow of information.

- Use specific & industry-related terms.
- Optimise job titles & headings.
- ATS systems may be programmed to recognise synonyms or related terms, so incorporating these variations can increase the chances of your CV being matched with job requirements.
- **Provide a text-based version of your contact information:** Some ATS systems may have difficulty reading contact information within headers, footers, or images. To ensure your contact information is recognised, include a text-based version (e.g., name, phone number, email address) in the body of your CV.
- **Proofread for spelling and grammar:** Spelling and grammar errors can confuse ATS systems and make your CV less compatible. Proofread your CV carefully to ensure accurate and error-free content.
- **Avoid using fancy fonts or unusual characters:** Stick to standard fonts like Arial, Times New Roman, or Calibri, as they are widely recognised by ATS systems. Unusual fonts or special characters may not be recognised or displayed correctly.

To conclude,

ATS have revolutionised the way businesses recruit! Recruitment has never been so streamlined, efficient or data-driven. Whilst the notion of AI is still mind-blowing for some acknowledging its presence can empower active job seekers to create ATS-friendly applications, in turn, more efficiently navigating the current job market!

ATS is powerful but nothing beats the human element of recruiting and the high-level service Kameo LOVES to provide. Searching for the perfect fit? Get in touch!