

# NAVIGATING APPLICATION TRACKING SYSTEMS

## WHAT ARE THEY?

Applicant Tracking Systems (ATS) are a type of software used as a database for screening and organizing applicants.

Some ATS rank applicants by keywords (skills, job title) and filters (location, education).

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Applicant Tracking Systems (ATS)

## WHY ARE THEY USED?

Applicant Tracking Systems (ATS) are used to help decrease the workload of recruiters and hiring managers and to make the hiring process more efficient.

Recruiters often have to sort through 100s of applications for one job posting. ATS helps to keep everything organized.

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## HOW DO THEY WORK?

Applicant Tracking Systems (ATS) collect and store resumes in a database for recruiters and hiring managers to access.

Some ATS can automatically compare your resume to the job description and then rank you based on how well your resume matches.

Recruiters may screen the resumes themselves and use ATS as a way to conduct keyword searches to filter them.

## ATS RESUME CHECKLIST

- 01 Design your resume with both audiences in mind (ATS & Hiring Manager/Recruiter).
- 02 Customize your resume for EACH job you apply to by using keywords to increase your chances of getting through an ATS and Recruiter/Hiring Manager.
- 03 Use the full, spelled-out version of a term in addition to abbreviations and acronyms [e.g., Application Tracking System (ATS)]
- 04 Keep important contact information out of the headers/footers. Some ATS may not be able to pick up that information.
- 05 Be careful with graphics or images. DO NOT put important text over an image - it may not be read by the ATS.
- 06 Save your resume in an approved format such as: .DOCX (Not .DOC), .PDF and .TXT.