



IMPLEMENTING MY CHOICE



# Applicant Tracking Systems



# Learning Outcomes

The information in this career resource will develop your:

- Knowledge of applicant tracking systems.
- Understanding of how applicant tracking systems work.
- Knowledge of factors to consider when preparing a job application for an applicant tracking system.

## What is an Applicant Tracking System?

Before the Internet and online applications, job applications were opened, read and sorted by humans. Nowadays, 75-80% of job applications are scanned, and ranked by an applicant tracking system (ATS), or a robot. The ATS is programmed to “read” and rank applications in terms of how well they meet the criteria set by the recruiter or employer. Applications that do not meet the ATS criteria may never be read by a human and the application will not go any further in the recruitment process.<sup>1</sup>

In recent years these systems have become cheaper and free cloud based ATS options are now available. This means that large, medium size and even smaller organisations may use an ATS to assist with hiring staff.

When you complete an online job application and up load your résumé, cover letter and any other required documents, it is highly likely that your application will be processed by an ATS! Your chances of being selected for the next stage of the recruitment process may depend on how well you:

- Tailor your application to the job that you are applying for.
- Format and write your job application documents to minimize the risk of rejection by the ATS.

<sup>1</sup> Schlinger, R. (Summer, 2014). The impact of Applicant Tracking Systems on job search. Career Planning and Adult Development Journal, 30 (2).

