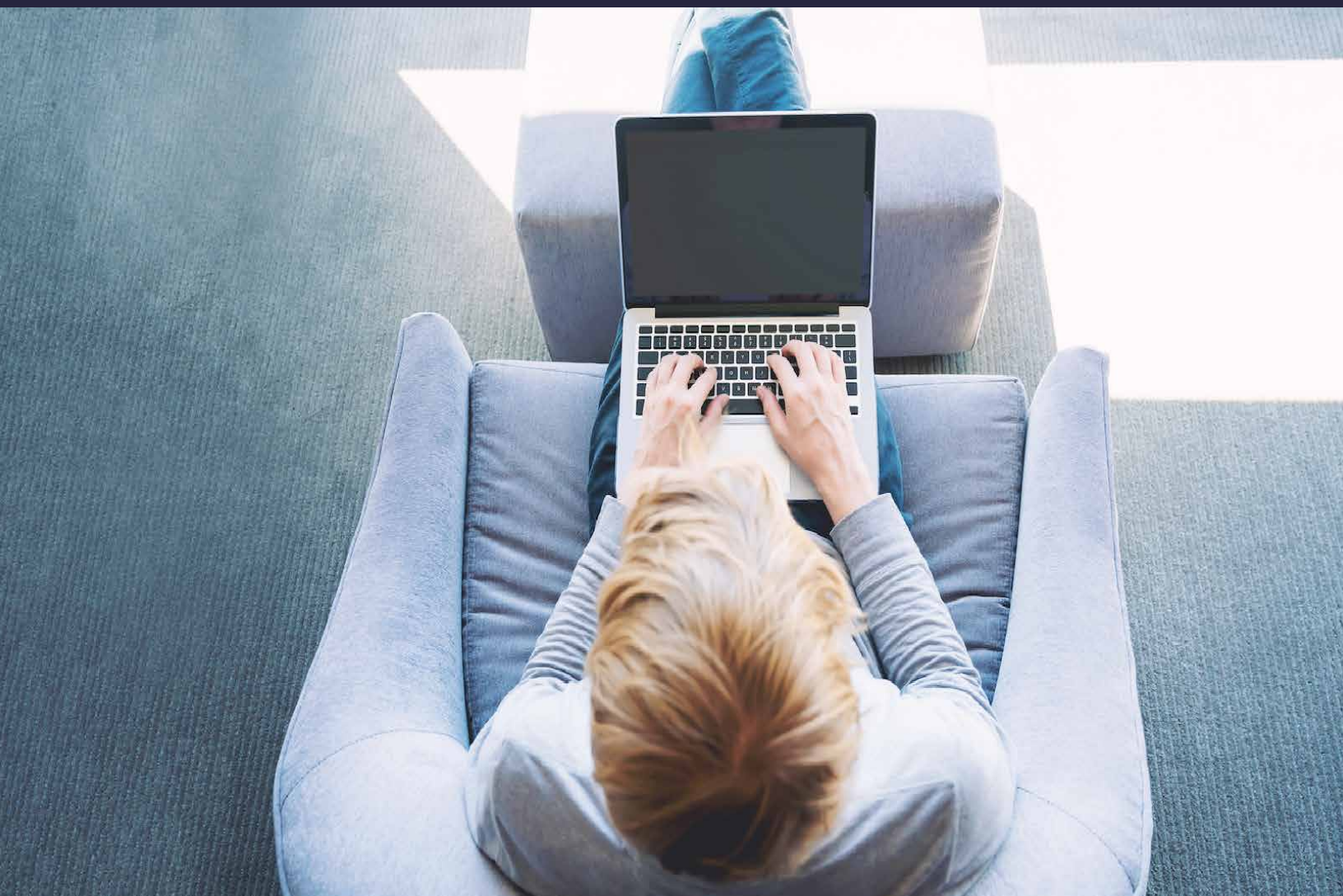


GUIDE

→ Talentech

Guide for buying a recruitment system



Every business is unique.

And every business has a unique culture, unique employees and unique recruitment processes. In order to choose the right recruitment system, you need to understand exactly what requirements your business has.

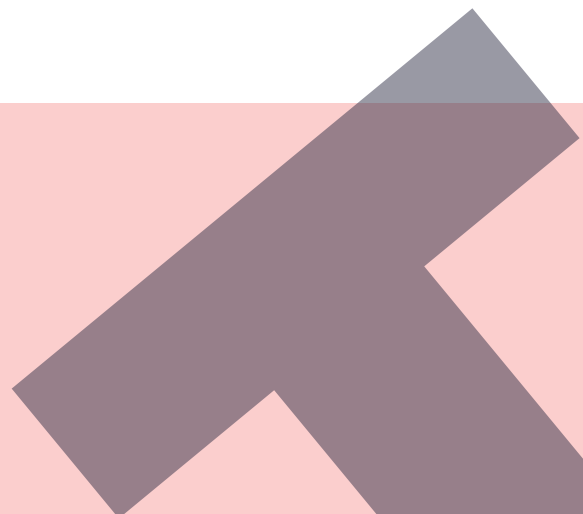
Choosing the right recruitment tool can even be a challenge for the most tech-savvy, up-to-date recruiters. The fact that there's an abundance of alternatives available today increases the need for recruiters to scope out and understand what the differences between the various systems are.

Choosing the wrong system can be disastrous for a company and end up leading to unwanted costs.

This buying guide is for anyone who's in the process of purchasing a recruitment tool. No matter whether you're still doing all your recruitment work manually or if you already use a recruitment system, we'll give you tips and advice on how you can find the right option in the jungle of systems out there.

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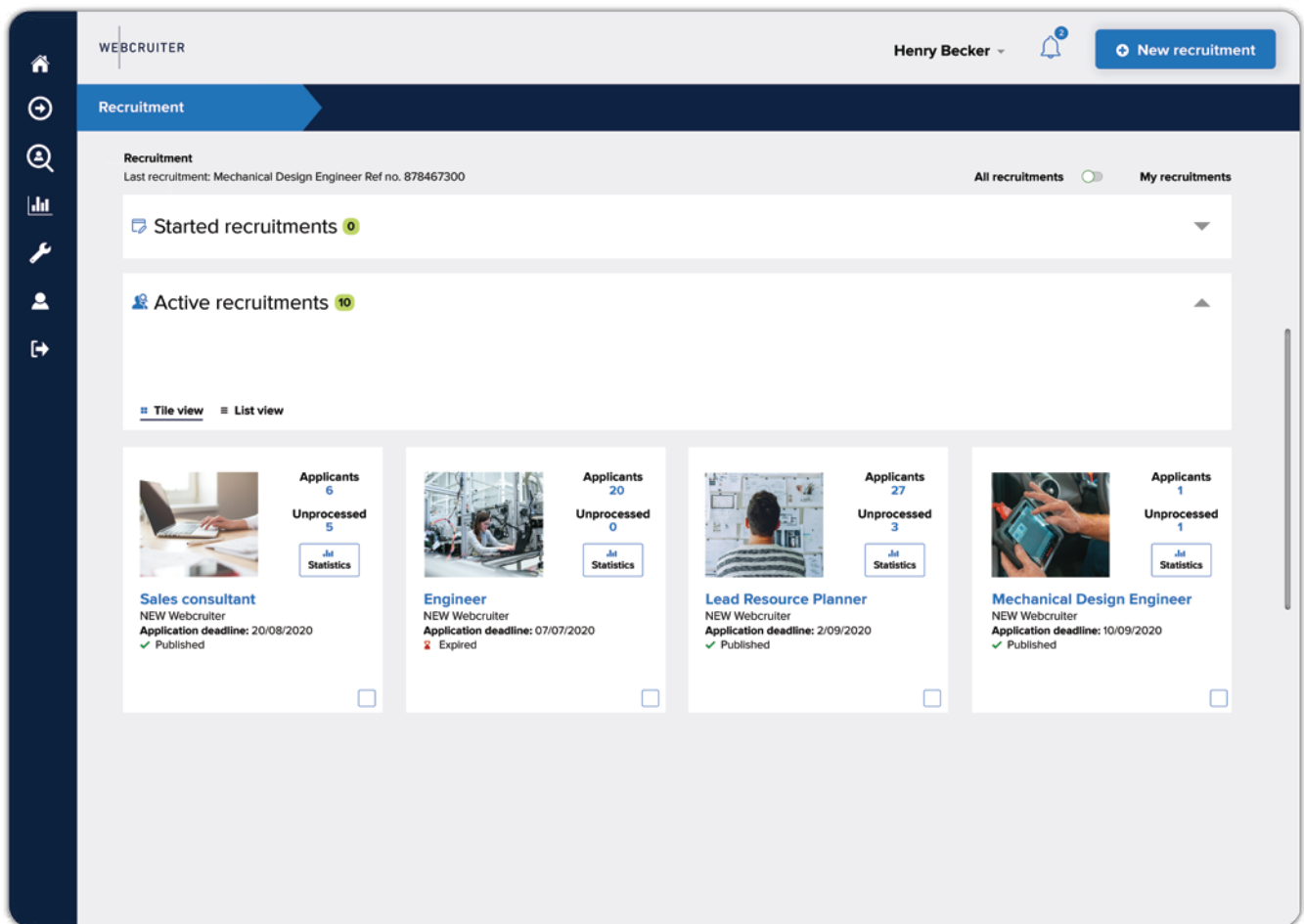
of HR-professionals say that using an ATS
has improved their recruitment processes.



1 What is a recruitment system?

Simply put, a recruitment system, or a recruitment tool, is a software tool that is used by HR professionals to automate tasks that are linked to all the stages of the recruitment process.

A recruiter has lots of plates to keep spinning at once, ranging from calendar management and messaging to handling candidates' information and reports. The great benefit of recruitment systems is that they allow you to deal with all of these tasks in the same place.



Fundamentally, a recruitment system helps HR to centralise data, automate processes and optimise work by providing statistics about various processes.


Most of the recruitment systems on the market today are cloud-based. So-called SaaS-services (Software as a Service) can be implemented quickly without incurring any large costs or requiring new IT infrastructure.

2 Recruit by yourself or use an ATS?

In 2020, it's basically hopeless for a business to try to recruit without a recruitment system – an ATS.

Studies show that the majority of companies use a recruitment tool, and that those companies also increase their effectiveness after acquiring a recruitment system.

An ATS saves your company money by increasing your ROI (Return on Investment), helps you to fill your vacancies more quickly, and actually gets employees to stay in their jobs longer.



Interested in a full-service ATS that can play nice with your existing HR software?
Try Talentech today!

BOOK A DEMO

3 Essential questions to ask

Make sure that the recruitment system you use offers all the most fundamental features that every good system should have.

Here's a list of a few questions you should ask, regardless of your current recruitment requirements:

- ☐ Can the system grow as we do, is it scalable?
- ☐ Has the system been developed both for the candidate and HR as well as managers, MDs and others who might be involved in your recruitment work?
- ☐ How safe and secure is the system?
- ☐ Your recruitment solution should provide a clear process map that makes it easy for users to understand the different steps that make up the entire process.
- ☐ Does the tool let your company control user roles in a flexible way?
- ☐ Does the system allow you to filter and sort candidates in a useful manner?
- ☐ Is it possible to integrate the system with other systems?

4 A system that's suited to everyone

Candidates, managers, HR workers – different individuals have different requirements regarding what a recruitment tool can deliver and offer in the course of a working day.

Let's go through the different roles and what they might potentially need:

HR Team

A good recruitment system shouldn't just help your HR department to take control and get an overview of recruitment processes and make sure that candidates are treated in a professional way.

In fact, it should also be able to simplify collaboration between HR and managers, build your employer brand and provide support with reports and analysis.



A powerful recruitment tool gives you the possibility to create templates and structures that make it easy to maintain a high-quality recruitment process from start to finish – every time you recruit.



Important to HR

- ☐ Support for increased collaboration – it should be easy to let other people get involved in the process without endangering the quality of the recruitment process itself.
- ☐ The ability to quickly and easily get an overview of all projects and processes.
- ☐ Reports and analysis options.

Recruitment Managers

No matter whether your company is little or large, there's usually always at least one manager who's involved in recruitment processes. At the same time, it's also not unusual for managers only to get involved here and there.

This places extra large demands on the recruitment system that you use, meaning that it has to be simple to work with, easy to access (adapted for mobile access) and that there needs to be clear processes that provide support – particularly with more advanced recruitment projects.





Important to recruitment managers

- ☐ Support with gaining an overview and simplifying work throughout the entire recruitment process.
- ☐ Interview guides, tests and support for competency-based recruitment that help managers to put the right candidate in the right place.
- ☐ Simpler administration.

The Candidate

It isn't news that more and more candidates are finding their jobs on their mobiles. This state of affairs places even higher demands on recruiters.

The barriers candidates have to cross to apply for a job must be low. It also goes without saying that it's important that candidates get the right impression of your organisation and have a positive experience – regardless of whether they get the job or not.



Important to candidates

- ☐ Support for increased collaboration – it should be easy to let other people get involved in the process without endangering the quality of the recruitment process itself.
- ☐ The ability to quickly and easily get an overview of all projects and processes.
- ☐ Reports and analysis options.

Deliver results for all your recruitment stakeholders
with **Talentech**.

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5 A needs analysis for your business

- ☐ How many people work in your HR department today/how many people are involved in your recruitment processes?
- ☐ How many recruitment projects do you launch a year?
- ☐ Is it relatively easy or relatively difficult for you to recruit new people?
- ☐ Which channels do you find your candidates through? Can you publish job adverts via the platform?
- ☐ How do you plan to grow in the future?
- ☐ How many countries are you in?
- ☐ What amount of resources (time and money) do you invest in the different ways in which you recruit new employees today?
- ☐ What is your goal for your recruitment processes? To expand into new markets? To continue from your current position? To complement your existing competencies? To carry out more strategic recruitment processes?

6 An effective checklist for a recruitment system

- ☐ Choose around 3-5 different recruitment tools that you have identified as interesting.
- ☐ Book a demo to really get to grips with just how the system works.
- ☐ Take feedback on the systems from recruitment managers, HR and other individuals who are involved in your recruitment processes.
- ☐ Check it against your list of must-have features.
- ☐ Compare the results.

Final tips

Let's conclude this guide by looking at a few final things you should bear in mind when you're acquiring a recruitment system. The first tip is to find a recruitment system that will grow as your company grows.

You might only be at the start of your journey and might not currently have such huge requirements that mean you need comprehensive support from a recruitment system. Or you might be in a phase where you're growing quickly and expanding into other countries – in that case, you'll want greater support from a recruitment system.

Regardless of where your company is today, it's worth thinking about whether the system you choose will be a system that can keep pace with your development. Scalability, the opportunity to work more strategically, and the possibility of receiving increased support from a tool are all necessary for a company that has ambitions to grow.

Also think about how the system provides insights into your recruitment process. Via which channels do you actually find most of your candidates, and via which channels do you find your best candidates? A recruitment system should be able to show you what you're doing right in your recruitment processes, but also point out where there's room for improvement.

Make sure that the recruitment system you choose provides support with reports, analysis and KPIs that will help you reach conclusions and present key performance indicators to other people within your company.

