Hiring Software Buyer's Guide

Using a manual hiring process? It's time for an upgrade!

provided by **iTN ANALYTICS**

Maximize Sourcing

Finding good applicants takes more than just posting and praying. The right hiring software will maximize the flow of qualified applicants from the best sources including job boards, social media, employee referrals, career pages, and recruiters.

Automate Screening

Having too many unqualified applicants can bog down your process. The right hiring software can automate & facilitate the initial qualification questions, phone screens, video interviews, assessments, background checks, & even reference checks so that you'll quickly get the best candidates.

Manage Collaboration

Hiring is a team effort, and the right software will give your team access to the information they need to make the best possible hiring decision. It'll also give HR constant control and visibility over the process.

Facilitate Communication

Communication with job seekers is vital throughout the hiring process and is one of the biggest points of failure for most companies. The right hiring software will make correspondence between you and the job seeker efficient and effective.

Ensure Compliance

You've got to make sure that your process is legal. The right hiring software makes compliance a snap by posting to job boards, capturing voluntary disclosure forms, tracking disposition reasons, and preparing compliance reports on the fly.

Drive Continuous Improvement

The business world is constantly changing. There's no guarantee that the hiring approach you used in the past will work in the future. The right hiring software will provide metrics and feedback to help you make changes that deliver results.

Provide a Great Candidate Experience

82% of employers think that a bad candidate experience has no negative impact on their organization. The right hiring software supports your brand by enabling the best possible experience for your job seekers & future employees.

Hiring Software Checklist

Managing an effective hiring process requires more than just a simple Applicant Tracking System. The software needs to adjust to your unique hiring approach, be backed up by a team of experts to support you, and be designed to maximize your results.

This checklist will help you make an informed decision.

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Great Job Ads Get Results
Your team's strength is compliance, not marketing. Does the provider have experts available to help you write job ads that will make the best applicants want to apply?

Free & Paid Job Boards
Applicant flow is vital to a successful hiring process. Does the platform post to over 500 free and paid job boards without using a 3rd party that charges additional monthly fees?

Job Board Account "Apply" Integration
Starting the application on the job board increases applicant flow. Does the system have "apply" integrations with hundreds of job boards like Indeed, GlassDoor, & ZipRecruiter?

Employee Referral Portal & Tracking
Employee referrals are one of the best sources of qualified applicants. Does the provider have a system that proactively pushes employees to share your jobs via email and social media?

Mobile Optimized Career Site & Apply Process
Over 89% of job seekers use their mobile phone to search for jobs. Does the platform provide a career site and application process that works on mobile?

Job Seeker Support
From answering questions to uploading resumes, people applying to jobs ask a lot of questions. Does the company provide technical support to the applicants as they apply?

Application Completion Optimization
Getting job seekers to your career site doesn't guarantee that they will apply. Does the company help you maximize the number of people completing applications?

2-Stage Application
Qualified applicants dislike filling out long initial applications. Can the platform allow for a short application initially, and gather the rest of the application at the point of interview?

Applicant Communication via Email & Text
Communicating with job seekers is a vital part of the hiring process. Does the system allow you to correspond with job seekers via both email as well as text message?

Manager Collaboration & Tracking
Hiring is a team effort. Does the system have access controls, notes, ratings, sharing, and other tools to enable collaboration throughout the process?

Unlimited Logins
It isn't just HR managers who use hiring software. Are additional logins for your HR team and hiring managers included at no additional cost?

End-to-End Hiring Solution
Applicant Tracking is the core of a good hiring process, but can the platform manage your other add-ons such as background checks, assessments, onboarding, etc?

Personalized Support & Hands-on Training
You will need help & advice to get a platform to work with your unique hiring process. Is support & training for your team provided for free with the system?

Free Trial, Setup Fees, & Launch Timing
A lot can be learned from how software is sold. Does the provider believe in their system enough to offer a free trial, free setup, and not require a long-term contract?

Estimated Monthly Cost:

How to Convince Your Boss

Your company lacks good hiring software, but you have no budget. We've put together the following talking points to help you approach your boss. Forget about how it will make your life easier and focus on how a better hiring system will support your company's goals.

1. AN ORGANIZED SYSTEM WILL HELP US DRIVE RESULTS!

Our hiring process data is such a mess (inbox full of resumes, stacks of paper applications, tons of spreadsheets) that it is virtually impossible for us to analyze and use that information to drive improvement.

Marketing
You wouldn't do online marketing without analytics.

Sales
You wouldn't run a sales team without a CRM and metrics.

Recruiting
...but you currently spend over $3000 per hire without tracking, automation, or metrics

2. WE ARE MISSING OUT ON GREAT APPLICANTS!

The best applicants have options. If we aren't fast enough, or if our process isn't good enough, we risk having our competitors beat us to the best talent.

90% of people who read job ads don't apply.

60% of applicants don't finish.

10% of applicants are gone in the first 10 days.

3. FASTER HIRING WILL IMPACT OUR BOTTOM LINE!

Hiring great talent takes time, but having a critical job remain unfilled can cost as much as $250 to $500 per day. We aren't looking to make hasty decisions, but much of our time-to-fill a job is caused by bottle-necks and inefficient processes.

- Overtime pay
- Lagging sales activity
- Decreased employee morale
- Compromised customer service

4. A BETTER PROCESS WILL IMPROVE OUR REPUTATION!

The first impression that we make with our employees happens when they visit our career site and apply for a job. What does our current process tell people about our company? Does it say that we value the applicant's experience? Does it tell them that we communicate effectively? Does it say that we embrace new technology? What if these job seekers are also customers?

82% of Job Seekers
Expect to hear back when they apply, regardless of whether the employer is interested.

A Bad Experience Harms your Brand
42% won't apply again
22% tell others not to apply
32% less inclined to purchase
9% tell others not to buy

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Why **iTN** ANALYTICS ?

Very Affordable
(and no suprises)

- Pricing based on number of employees
- No long-term contracts (cancel any time)
- No setup fees
- Unlimited users, jobs, & applicants

PERSONAL ATTENTION

We don't just sell software, we provide you access to our team of hiring experts!

- Free unlimited support (phone, email, chat)
- Free unlimited training for you and your team
- Regular review calls with a Hiring Consultant
- Best practices blogs, videos, and webinars

EASY TO USE

Creating an awesome user experience is our primary focus!

- Customer feedback drives development
- Everything you need, all in one system
- Seamless integrations
- Restricted manager logins

CONNECT HIRING DATA
TO BUSINESS RESULTS

Key Hiring Indicators

Workforce Intelligence Platform

Key Engagement Indicators

Key Performance Indicators

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