Everything you need to know about ATS

Applicant Tracking Systems

What is ATS?

Applicant Tracking Systems (ATS) are software solutions employed by healthcare employers to streamline and manage the influx of job applications. They play a pivotal role in the hiring process, enabling employers to efficiently filter resumes based on specific keywords, ensuring a more targeted and effective evaluation of candidates.

How does ATS Work?

ATS operates through a meticulous process:

1. **Scanning:** The software thoroughly scans both your application and resume.
2. **Algorithmic Scoring:** Employing a refined algorithm, points are assigned to various aspects of your application and resume.
3. **Candidate Score:** These points are amalgamated to generate a candidate score, organizing applicants in a list ranked by their scores.

How does ATS grade your resume?

ATS evaluates your application and resume based on predefined parameters:

- **Keyword Analysis:** Points are allocated for keywords that are specifically matching between your resume and the job advertisement.
- **Field Completion:** Applications are guided by fields; hence, it's essential to fill out every section, using "N/A" if a field is not applicable.

Top 3 ways to lose points on the application

1. **Timeout:** a timer starts once you start your application. Therefore make sure there are no delays, and that you have everything ready to go, all information, your resume, numbers, addresses etc.
2. **Abbreviations:** abbreviations that do not appear in the job advertisement will make you lose points. Examples include, St., Blvd., L.S.W.
3. **Number Fields:** Be cautious with characters in number fields, especially in the salary window.

Top 4 ways to lose points on your resume

1. **Templates and graphics:** Using templates and graphics, graphics and images cannot be read, no fancy bullets.
2. **Headers and footers:** Do not write information in headers and footers, these may be invisible or can take points off. Instead, only if needed, extend your borders to a half inch.
3. **Inconsistent Formatting:** Maintain uniform formatting and steer clear of unconventional fonts.
4. **Abbreviations:** that don't match the job ad.

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How To Format your Resume:

Follow these guidelines for optimal ATS compatibility:

● **File Type:** Stick to universally accepted formats like Word docs or plain text.

● **Font Style and Size:** Use standard fonts (Arial, Impact, Calibri, Helvetica, or Times New Roman) with consistent sizes for body text and headings. Size: wording (default) with a max of 12 and Size headings (2+ default) with a max of 14.

Best Tips to make sure your resume is ATS-optimized:

● **Tailor Your Resume:** Align your resume with the job description.

● **Clear Bullet Points:** Present your work experience with clarity, using simple icons, such as solid circle, open circle, square instead of choosing fancy icons.

● **Use Standard Titles:** Stick to conventional titles for resume sections, like "Work Experience" instead of creative headers like "My Professional Journey."

● **Use reverse chronological format.**

● **Avoid Abbreviations:** Use full versions of keywords, avoiding acronyms.

Rules for applying through ATS:

1. **Upload Your Resume Correctly:** Adhere to specified file upload guidelines.

2. **Complete the Online Application Fully:** Fill in all fields, regardless of redundancy.

3. **Specify Your Referral Source:** Provide relevant details and inform your references.

4. **Handling Rejection:** Avoid reapplying with a different email; instead, reach out to HR for feedback and potential reapplication.

5. **Customize for Cultural Fit:** Tailor your application to showcase your alignment with workplace diversity and inclusivity.

6. **Include a Culturally Nuanced Cover Letter:** Connect your personal journey with the healthcare employer's mission and values in a compelling cover letter.

Scan to watch our helpful video all about ATS!

https://bit.ly/ATS-What-to-know