

Applicant Tracking System (ATS)

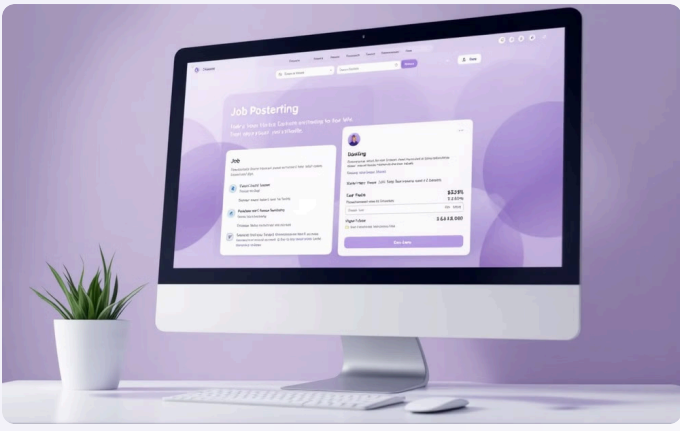
An applicant tracking system (ATS) is a software application that helps companies manage their recruitment and hiring processes more efficiently. It streamlines the process of collecting, organizing, and analyzing job applications.

 Google Drive

Types of Resumes - Google Drive

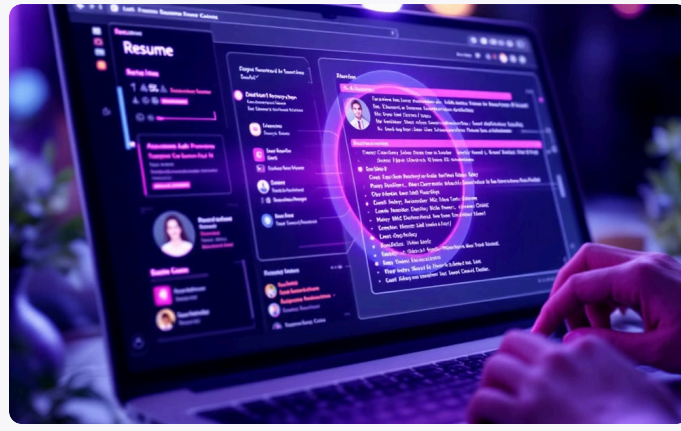


Key Features and Capabilities of ATS



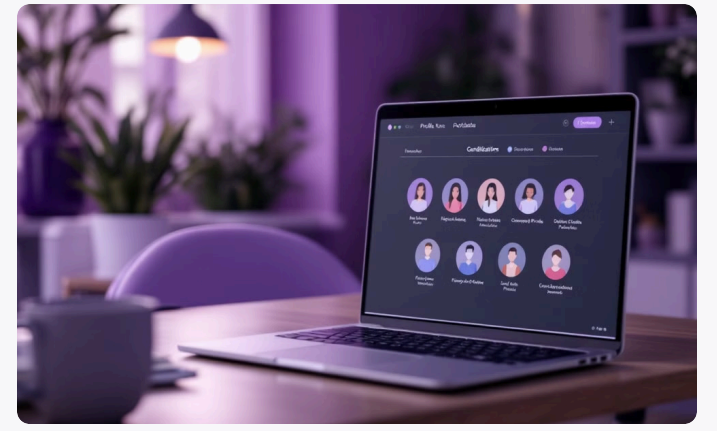
Job Posting Management

Distributes job openings to multiple job boards and company career pages.



Resume Parsing

Automatically scans and extracts relevant information from resumes.



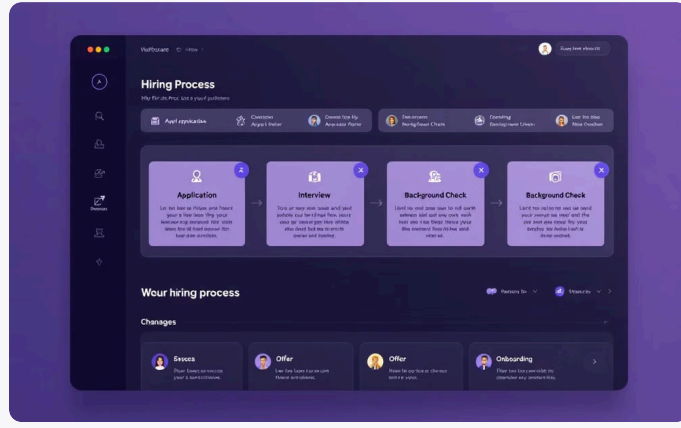
Candidate Screening

Filters applicants based on predefined criteria and qualifications.



Communication Tools

Enables recruiters to communicate with candidates directly from the platform.



Workflow Management

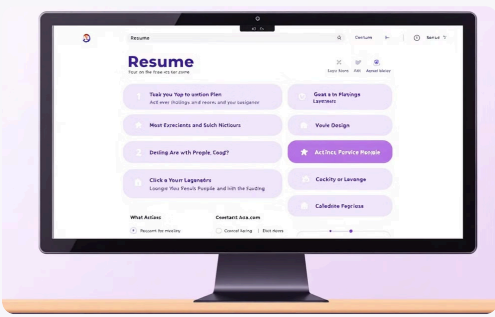
Tracks candidates throughout the hiring process with visual dashboards.



Analytics and Reporting

Provides insights on hiring metrics and candidate source effectiveness.

How ATS Works



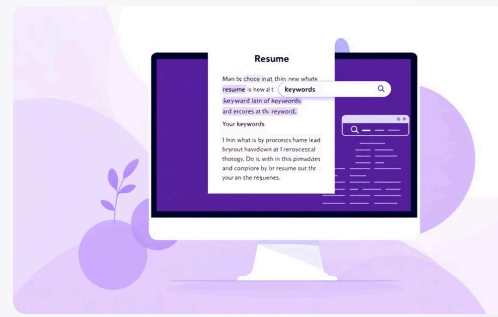
Resume Breakdown

The ATS breaks down resumes into sections like work experience and education.



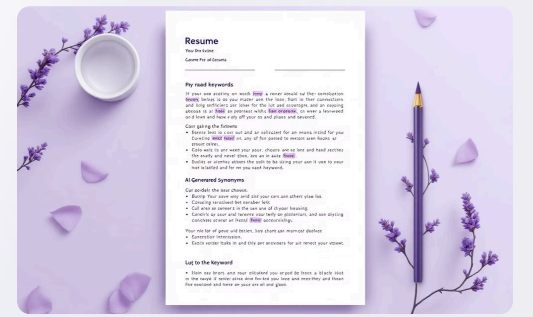
Structured Format

The content is converted into a structured format for easier searching.



Keyword Comparison

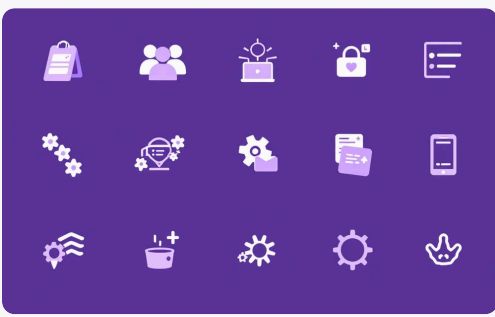
The software compares resume content against predefined keywords.



Synonyms and Variations

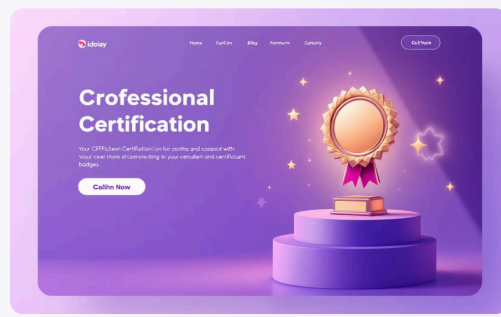
ATS often include synonyms to avoid missing matches (e.g. RN versus "Registered Nurse").

Examples of Keywords ATS Might Scan For



Skills

e.g., interpersonal skills, coding in ARIA, leadership



Certifications

e.g., "CISM Certified Information Security Manager," "PMP Project Management Professional"



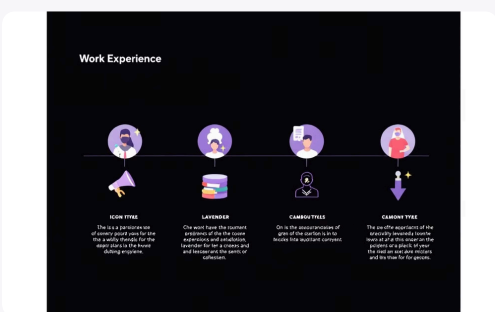
Education

e.g., BA in Communications, PhD in Computer Science



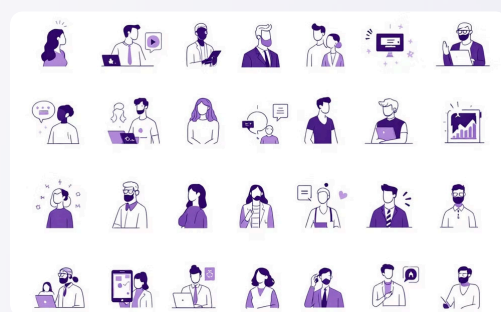
Former Employers

e.g., Walmart, Canadian Tire, CC Design, etc



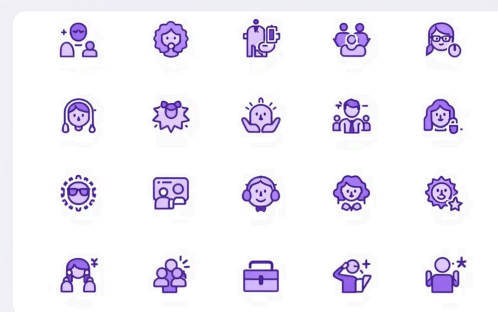
Work History

e.g., social work, sales, customer service, software development



Job Titles

e.g., "Project Manager," "Registered Nurse," "Accountant"



Action Verbs

If applying for leadership role best to use words e.g., "managed," "implemented", "analyzed"

Advanced ATS Features



Contextual Skill Assessment:

Modern ATS go beyond keyword matching. Detailing how you "Managed a team of 10 doctors in a high-pressure hospital, improving patient satisfaction by 20%" is better than simply listing "management skills." ATS assesses the context of your experience.



Strategic Keyword Placement:

Where keywords appear matters. Keywords in 'Work Experience' or 'Skills' sections are more impactful than in sections like 'Hobbies' or a summary.



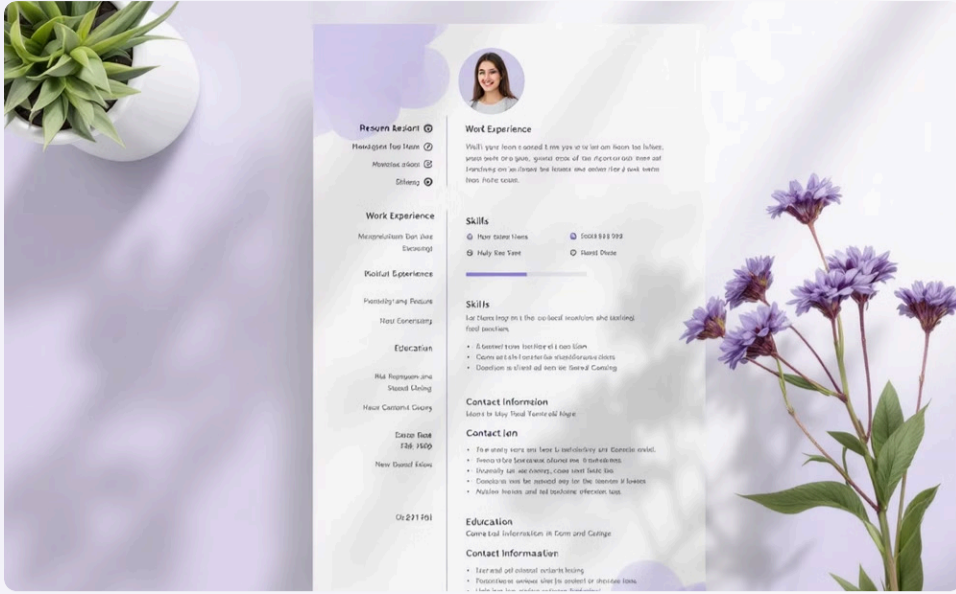
Intelligent Scoring and Weighting:

ATS scores resumes based on keyword matches and relevance. "Proficiency in Python" scores higher if the job needs extensive Python coding. ATS prioritizes skills based on weights assigned in the job posting, like valuing specific certifications if required.

Advanced Job Match Rate Calculation:

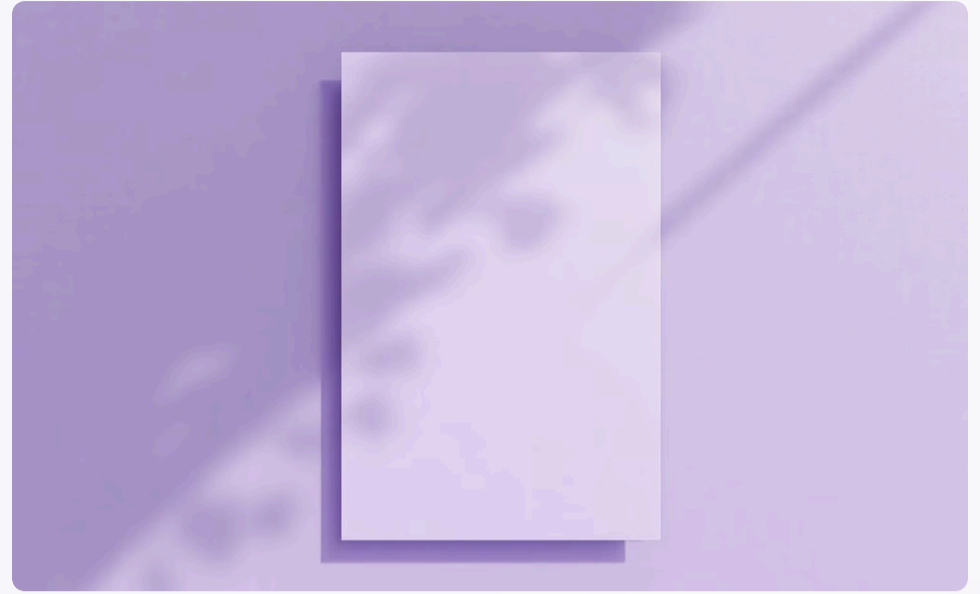
This rate shows how well a resume aligns with the job description. Many ATS require an 80% or higher score to pass the initial screening. Some offer feedback to improve your match rate.

Tips for Creating an ATS-Friendly Resumes



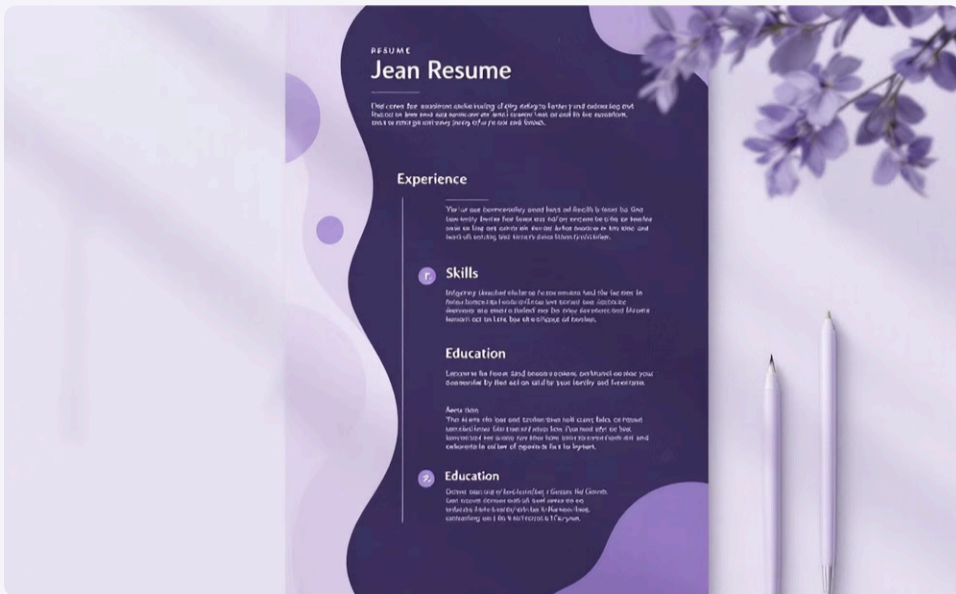
Use a Standard Format

Choose chronological, functional, or combination formats based on the job requirements.



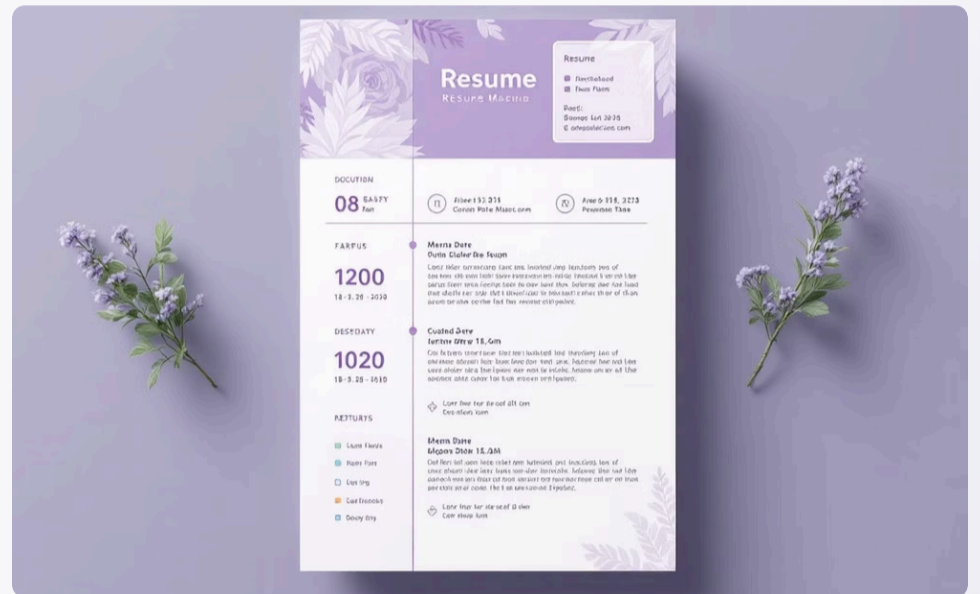
Avoid Fancy Designs

Stick to a simple, clean layout without graphics or complex tables. Avoid columns.



Add Standard Section Titles

Use clear, recognizable headings to help the ATS parse information accurately.



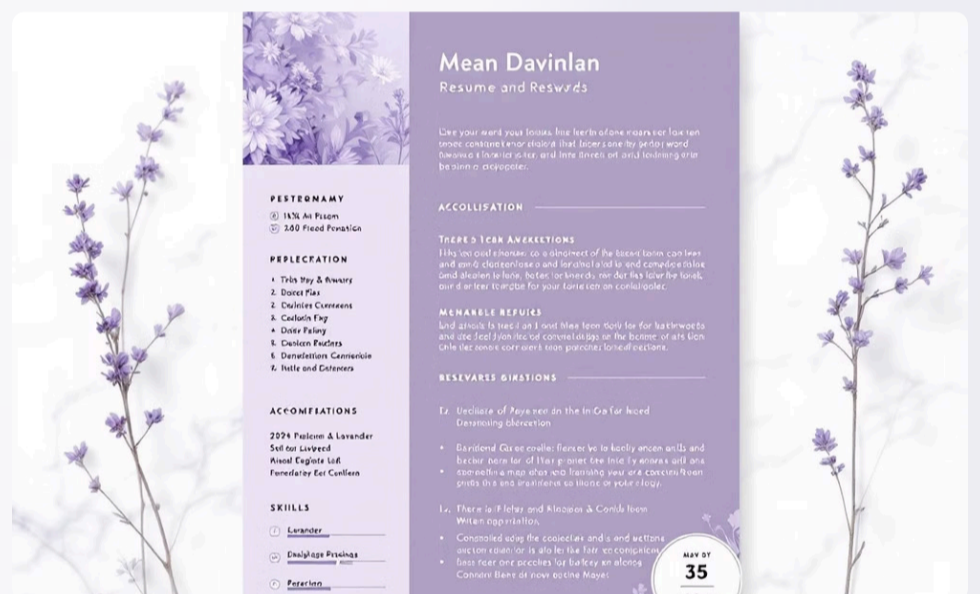
Be Consistent with Dates

Use a standard format for dates and ensure consistent placement for each job entry.



Use Readable Fonts

Select ATS-friendly fonts like Arial, Calibri, Times New Roman, or Verdana.



Repeat Keywords Naturally

Incorporate keywords from the job description throughout your resume.



Save as a Compatible File Type

Submit as a Microsoft Word document, PDF (.doc or .docx) for best compatibility.



Headers and Footers may not be readable

ATS software may not always read information in headers and footers, so it's best to include essential details within the main body of your resume.

Source:

<https://www.myperfectresume.com/career-center/resumes/how-to/ats-friendly>

You Need to Avoid These ATS Resume Formatting Mistakes

Learn about Artificial intelligence: <https://e-channel.ca/practitioners/resources/ai-bytes/>