

WORKSHEET:

6 STEP PROCESS TO GET EXEC BUY-IN FOR AN APPLICANT TRACKING SYSTEM

We talk to Recruiters and HR Pros every day who are drowning in requisition approvals, job posting administration, offer letters and all of the other ins and outs inherent to the process of finding the right new team members.

We see spreadsheets, email filters, and desktop filing systems that you wouldn't believe. While it's clear to you that an [Applicant Tracking System](#) will save you hundreds of hours a year and keep your candidates happier, justifying an additional investment for a new software can be difficult. So, follow these steps to organize your thoughts around making the case:

Step 1: Gather and Analyze Data From Your High Volume Positions

High volume positions can most clearly demonstrate the need for a new software. Select a high volume position leadership is familiar with and show them metrics like:

- How many resumes you are reviewing per month _____
- How many emails you send to candidates per month _____
- How many background checks you run per month _____

Step 2: Provide Specific Examples

Your budget owner may be very removed from your day-to-day work. It's up to you to make sure they understand your current process. Take them through a single, specific example of a time where an Applicant Tracking System could have regained wasted time. Outline examples like:

- Time spent on aggregating EEO information on a spreadsheet _____
- Time spent manually posting on job boards _____
- Time spent matching qualified employees internally _____

Step 3: Use the Right Terminology

Your day is made of up turnover, time-to-hire, EEO, OFCCP, screens etc. However that may not be the case for the team who has to sign on the dotted line. Think about the benefit:

- Provide a specific example on how an ATS will prove its ROI.

- Provide a specific example on how an ATS saves human capital resources.

- Provide a specific example of an error that could have been prevented with an ATS.

Step 4: Emphasize the Impact on All Departments and Team Members

Recruiters, Hiring Managers, Payroll and Benefits Administrators and Compensation Specialists can all benefit from an Applicant Tracking System.

- Explain how the ATS will integrate with other systems and processes already in place.

- Demonstrate an example of how others in the organization will be positively impacted.

- Provide a testimonial from a key stakeholder who backs this investment decision.

(Name, Job Title, Department)

Step 5: Demonstrate What You Will Do with Freed Resources

Once you have regained time for you and your team, what will they be able to accomplish? Clearly show that you have a plan for their time, and that it will benefit the department or organization as a whole. List three major projects the team will now be able to handle with the freed up time.

1. _____
2. _____
3. _____

Step 6: Talk to Your Peers

How are other organizations in your industry tracking applicants? If most of them are using an ATS, find out the following information.

Company Name: _____

ATS System: _____

How Long They've Used It: _____

How Much They're Spending: _____

How It's Impacted Their Day-to-Day: _____

With this information you can create a specific "Case Study" of how a similar organization has seen a positive change through software!

Interested in learning about how [ClearCompany's Applicant Tracking System](#) can help your team? Sign up for a demo today at info.clearcompany.com/get-started and talk with one of our Product Specialists.