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The need to recruit potential candidates drives organizations to strengthen and systemize the hiring process, and to recruit good individuals in the bargain. Small as well as big companies have started to make applicant tracking software an inherent part of its functioning, to practice a systemized workflow that helps organizations to select best individuals who become an asset to a company. How can a company make the best use of recruiting tracking software?

Post jobs

The productivity of an establishment depends on the performance of the staff, which drives organizations to find talented individuals who can improve the productivity of organization. To find best candidates, an organization should post jobs on various mediums and be able to attract the attention of potential individuals, and beat competitors in the process. The software built to track applicants allows organizations to post jobs in various mediums, and lure the attention of potential candidates in the process.

Gather resumes

While establishments are engaged in the hiring process, they feel the need to track potential candidates from a sea of resumes. The recruiting tracking software should allow establishments to gather resumes from various sources, and enhance the chances of an organization to find the right candidates for the right jobs.

Extract resumes

The best software is also a tool that allows organizations to extract resumes from various forms. Establishments that make good use of this tool should be able to extract resumes from folders, email attachments, documents, social sites and job portals, and make a good job of extracting the resumes.

Manage resumes

Apart from allowing organizations to collect resumes from various sources, the tool built to aid the hiring process should allow organizations to manage resumes in a better way. In essence, this tool should carry features that get designed to make resume management easy, and to make candidate tracking procedures effective, for the organizations to identify best individuals who fit into specific job roles.

Organize workflow

The process of recruiting may vary from one establishment to another. When specific steps are followed as a part of the hiring process, applicant tracking software should allow organizations to create custom features that fall in line with various procedures adopted by an organization. The ideal software is a tool that can be used to customize fields and features, and that allow an establishment to get benefited from the systemized workflow afforded by this tool.

Track interviews

When establishments are engaged in the hiring process, interviews become an inherent part to find

the right candidates. Tracking interviews and scheduling interviews become a daunting task, and with the software that gets built to assist applicant tracking, organizations can track interviews in a better way and pick potential individuals in the bargain.

With the best applicant tracking software, organizations can enjoy a systemized workflow, and are better placed to find talented professionals who can enhance the productivity of organizations.

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