kanaka

Application Tracking System
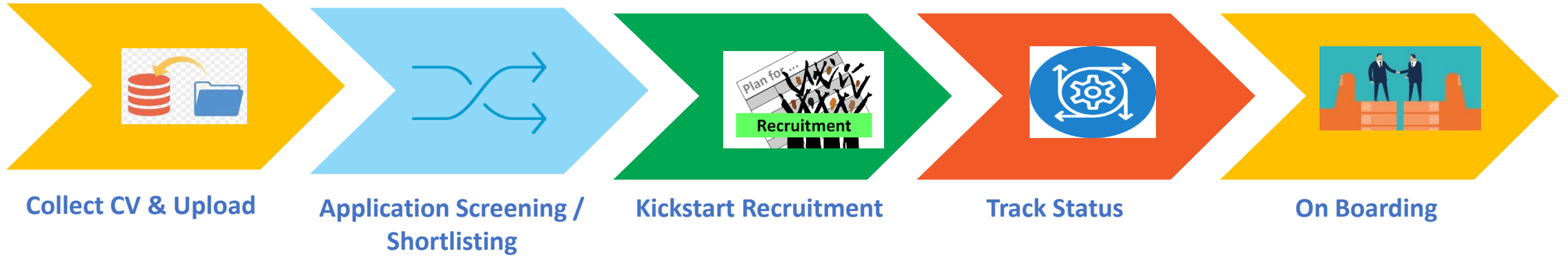
Application Tracking System

An **Applicant Tracking System** (**ATS**) is a software application that enables the electronic handling of the entire recruitment and hiring processes. Used and designed for recruitment tracking purposes

Currently we will be focusing on following uses cases

- Sourcing (Gathering CV)
- Screening / Parsing CV
- Filter and search candidate in database
- Manage and tracking the applicant
- Scheduling test and interviews
- Reporting

Application Flow

Collect CV & Upload   **Application Screening / Shortlisting**   **Kickstart Recruitment**   **Track Status**   **On Boarding**
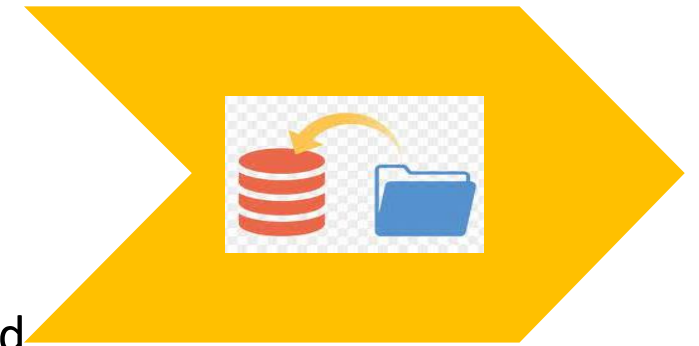
Use case: Recruitment process

- **Data Gathering**
  - HR receives CV from various sources
  - This collected data needs to be stored in database
    - Upload CV (single or bulk upload)
    - Look for keywords and fetch required information from CV and store it in database
    - Generate log file specifying number of successful / unsuccessful CV uploads

- **Application Screening**
  - From database HR should be able to shortlist the candidate(s) depending on the applied filters

Collect CV & Upload

Application Screening / Shortlisting

Use case: Recruitment process

- **Application Screening / Shortlisting**
  - Few of the examples of filters / criteria to be applied
    - Kanaka Employee (Yes/No)
    - Qualification (MCA / MCS / ME / BE)
    - Experience (1,2,3,4,5…. 18)
    - Aptitude Test (Cleared / Not cleared/ Performing Test)
    - Interview first round (Cleared / Not cleared/ Undergoing)
    - Interview second round (Cleared / Not cleared/ Undergoing)
    - Applied between (from date – to date)
    - Not applied within 6 months
    - Technology
    - Location (State, City)
    - Gender

Application Screening / Shortlisting

Use case: Recruitment process

- **Kickstart Recruitment Process**
  - Once the filters are applied, it should display all the candidates satisfying the applied filters / criterial
  - Upon selecting a candidate, its details should be displayed
  - Should allow single or multiple selection
  - Recruitment status is mandatory field to be displayed in grid (its current status in recruitment process. E.g. Appeared for test, Appeared for first interview, etc)
  - Send email with aptitude test link to selected candidates

Kickstart Recruitment

Use case: Recruitment process

- **Kickstart Recruitment Process… continued**
  - Aptitude test results must be updated in database (result file import)
  - Candidates clearing test round should get displayed for next round
  - Option to schedule first / second round of interview
    - Select candidate name, interviewer name, date and time slot
    - As per schedule send the meeting invite to both candidate and interviewer
  - Interviewer's comments must be saved to database
  - System should be updated with each interview result and mail should be forwarded to HR

Kickstart Recruitment

Use case: Recruitment process

- **Track Status**
 - Two kind status
    - **Recruitment status:**
      - Aptitude Test (Cleared / Not cleared/ Performing Test)
      - Interview first round (Cleared / Not cleared/ Undergoing)
      - Interview second round (Cleared / Not cleared/ Undergoing)
      - Applied between (from date – to date)
    - It gives the list of candidates as per applied filters
    - **Recruitment status history:** which represents the all the detailed of candidates
    - Example: when did candidate applied → when did he appeared for test→ test result → when did he appeared for first round→ its result and so on
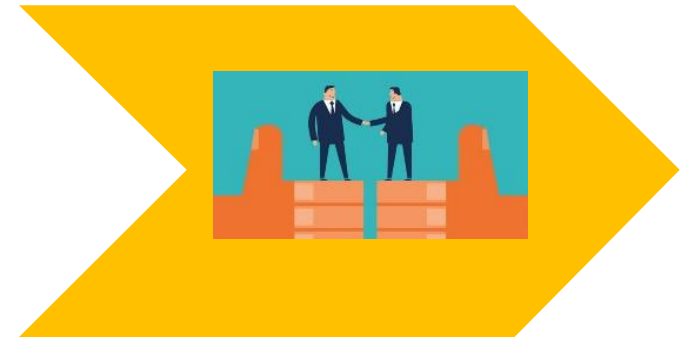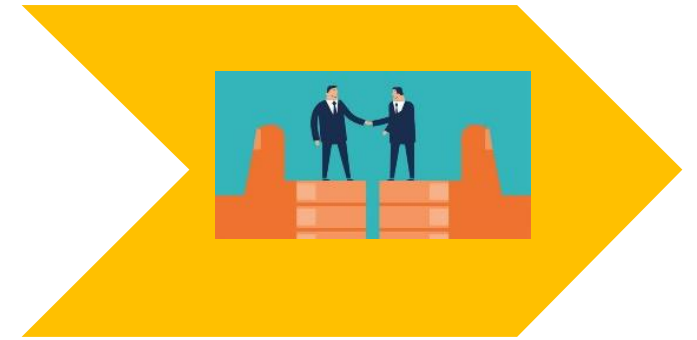

On Boarding

Use case: Recruitment process

- **On Boarding**
  - HR should be able to generate the final list of candidates
  - HR should be able to post them a selection email
  - HR should be able to send offer letters to candidates
  - HR should be able generate detail analysis and send it on mail

On Boarding

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Thank You

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