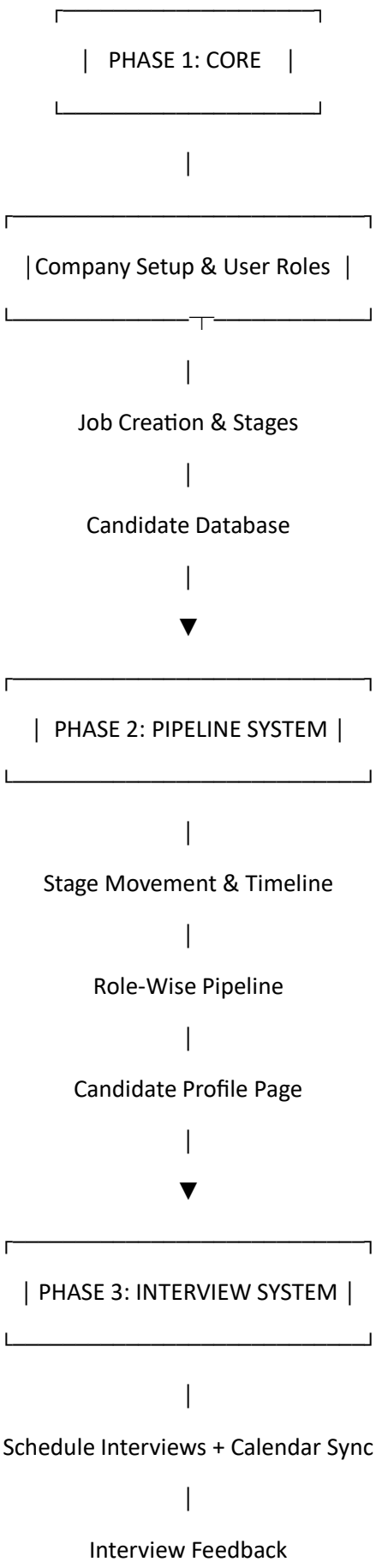
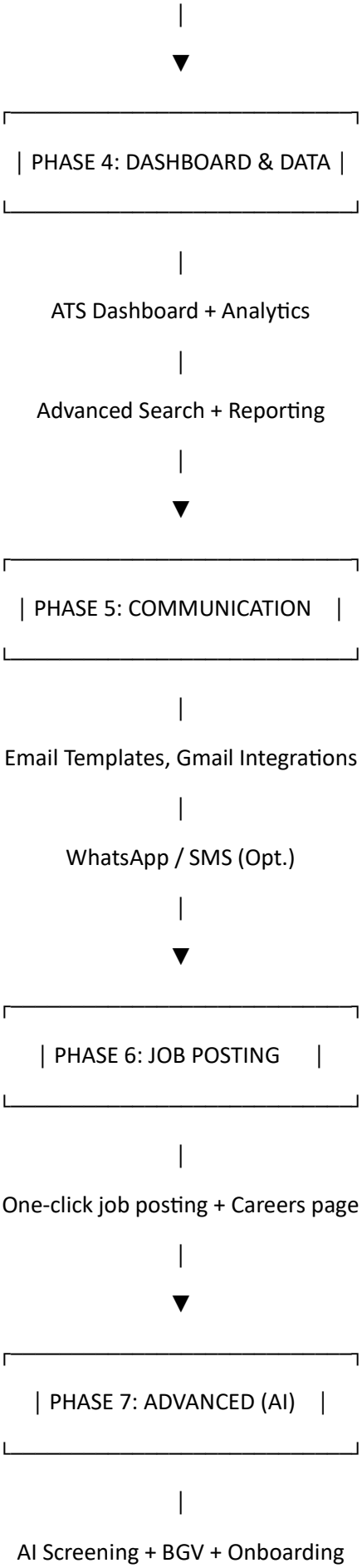
ATS WORKFLOW



ATS WORKFLOW



ATS WORKFLOW

PHASE 1 — CORE INFRASTRUCTURE & FOUNDATION

(This is the skeleton on which everything else depends. Should be built first.)

1.1 User & Company Setup

- Client company creation
- Admin / Hiring Manager / Recruiter role definitions
- RBAC (role-based access control)
- User login & authentication (Password)
- Company profile setup

1.2 Job Requisition & Role Creation Module

- Create new job
- Define: title, department, location, salary range, JD
- Define **core stages** (Queue → Applied → Screening → Shortlisted → Interview → Selected → Offer → Hired)
- Allow custom **sub-stages** (e.g., Technical Interview, HR Round, Offer accepted)
- Status dashboard for each role

1.3 Candidate Database Foundation

- Unified candidate database
- Candidate profile structure
- Resume upload & parsing (integrated with AI model in the future phase)
- Basic search (name, email, phone)

PHASE 2 — CANDIDATE PIPELINE & WORKFLOW ENGINE

(This phase builds the heart of the ATS — the actual applicant tracking.)

2.1 Candidate Pipeline Movement

- Move candidate between stages
- Bulk movement support
- Stage timestamps (to calculate TAT)
- Stage-level comments

2.2 Role-Wise Pipeline View

- Role dashboard showing count of candidates in each stage

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- Ability to drill down into each stage
- Filters: skills, experience, source, status

2.3 Candidate Profile Page

- Resume viewer
- Parsed data fields (if parser enabled)
- Activity timeline
- Notes & attachments
- Tags + labels

2.4 Notifications & Alerts Engine

- Notifications for stage updates
- Alerts for pending feedback
- SLA alerts: “Candidate stuck in a stage too long”

PHASE 3 — INTERVIEW MANAGEMENT & SCHEDULING SYSTEM

3.1 Interview Scheduling Module

- Schedule interview from candidate card
- Invite panel members
- Send confirmation email to candidate
- Reschedule / cancel
- Time-zone support
- Add interview mode (Google Meet, Zoom, In-person)

3.2 Google Calendar / Outlook Integration

- Sync scheduled interviews to Google Calendar
- Two-way updates (if possible)
- Auto-reminders

3.3 Interview Feedback Forms

- Scorecards
- Structured feedback fields
- Auto-stage movement based on feedback

3.4 Interview Dashboard

- Today’s interviews

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- Tomorrow’s interviews
- Upcoming week
- Panel load distribution

PHASE 4 — DASHBOARD, ANALYTICS & COMPANY REPORTING

4.1 ATS Dashboard (Client Home Page)

Metrics to display:

- Active roles
- Total applicants
- Pipeline breakdown
- Interviews today / this week
- Offers pending
- Hires
- Drop-off per stage
- Source analytics

4.2 Advanced Search + Filters

- Search across: name, skills, tags, email, phone, experience
- Boolean search
- Filtering by stage, date, location, source

4.3 Analytics Module

- Time-to-fill
- Time-in-stage
- Source performance
- Offer acceptance rate
- Hiring funnel conversion

PHASE 5 — COMMUNICATION AUTOMATION & COLLABORATION

5.1 Email Templates & Messaging

- Automated email triggers (application received, shortlisted, rejected)
- Gmail integration (send & receive)
- Load templates per stage

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5.2 WhatsApp / SMS Integration (Optional)

- Notify candidates of interview
- Quick status updates

5.3 Collaboration Tools

- Notes with @mentions
- Recruiter + Hiring Manager visibility
- Activity logs
- Downloadable timeline

PHASE 6 — JOB POSTING & CAREERS PAGE

6.1 One-Click Job Posting

- Post job to LinkedIn / Naukri (if API available)
- Post to social media
- Integration with job boards or aggregator API

6.2 Careers Page

- Auto-generated branded careers page
- Listing of open roles
- Application form + CV upload
- Mobile optimized

6.3 Application Flow

- Track candidate → stage → email → calendar

PHASE 7 — ADVANCED FEATURES

7.1 AI Integration

- Resume parsing
- JD vs CV matching score
- Duplicate detection
- Rejection analysis
- Candidate ranking

7.2 Background Verification Integration

- API with BGV companies

- Status tracking

7.3 Offer & Onboarding Module

- Offer letter generation
- E-signatures
- Onboarding checklist

7.4 Performance Reporting

- Monthly hiring dashboards
- Recruiter productivity graphs