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ATS
GUIDE

WHAT IS AN ATS?

ATS (Applicant Tracking System) is a system that supports online recruitment allowing faster filtering and selection of the best candidates, it has revolutionized the work of many companies around the world. **Saving time and money** effectively convinces to automate recruitment processes.

The advantages that an ATS introduces to companies are associated with greater restrictions on the CV for candidates. After all, **an Applicant Tracking System is often a program that "scans" the CV according to a specific key and rules,** which anyone, who does not want to be rejected at the very beginning of the recruitment process, must adapt to. Although the vast amount of advice on how to adjust your CV for ATS initially can seem overwhelming, **it is enough to follow a few rules** to make sure that the information you want to provide in your CV will be read correctly.

HOW TO PREPARE A CV FOR ATS? → TAKE IT STEP BY STEP OR SKIP AHEAD TO PAGE 4

Step 1: Find out which ATS is used by the company you are applying to.

→ **You can also skip ahead to the forth step and get right away into formatting it properly!**

Each system is slightly different. It is good to check what kind of ATS is used by the company based on the job advertisement itself, and then find out how to match your CV to the specific system. Here are examples of the most popular ATS:
- Taleo
- Greenhouse
- Workday
- and much more…
- **or a proprietary solution.**

How do you check which ATS is used by the company you are applying to? It's very simple – **look at the ad link.**

Company	ATS	Sample Job Listing URL
3M	Workday	https://3m.wd1.my**workday**jobs.com/Search/Job/...
Allstate	iCIMS	https://careers-agencystaffcandidate.**iCIMS**.com/...
Clorox	ADP	https://recruiting.**ADP**.com/srccar/public/...
Coca-Cola	Workday	https://coke.wd1.my**workday**jobs.com/coca-cola...
Lockheed Martin	BrassRing	https://sjobs.**BrassRing**.com/TGnewUI/Search/...
Microsoft	Proprietary	https://careers.microsoft.com/us/en/job/...
Nike	Taleo	https://nike.**taleo**.net/careersection/10020/...
Oshkosh	SuccessFactors	https://career4.**SuccessFactors**.com/career?...

Information on used ATS

Step 2: Check your CV using commonly available "CV scanners".

There are many free **"CV scanner" - websites**, that will check your CV for compliance with the basic ATS rules and give you clear and transparent feedback. Here are some of them:

- Vmock.com
- RezScore.com
- ResumeWorded.com
- SkillRoads.com

Remember: treat this as a <u>support only</u> not rules set in stone, especially as some of them can be even contradictory. And/or free programs are often commercial, and their results are not always 100% reliable as they want to upsell their paid services.

Step 3: Use JobScan.co to check the match between your CV and the job ad you intend on applying to.

Why JobScan? Because they base their algorithm on the most popular ATS on the market – Taleo. Important: you get 5 free scans per month. So make them count! All you have to do is to **copy-paste your CV and job ad**, then simply **add the keywords provided by JobScan to the appropriate section of your CV** (preferably in): "Skills and competencies" – if you do not have this section in your CV, simply add it.

Copy-paste your CV (left) and the job description (right)

On the last page, you'll see how much it makes sense to follow ALL JobScan.co tips.

Or start with this: Apply appropriate formatting rules.

As you already know, a standard ATS is programmed to search for specific information written in a specific way. In order for your CV not to be rejected due to a lack of relevant skills, it is important that no information is omitted. Therefore, when preparing your CV for ATS, follow the formatting rules below:

- **Organize your CV in chronological order and add the section "Skills and competencies"**, in this section you can easily put all missing keywords suggested by JobScan.

- **Re-format your contact details:**
  First and last name
  Phone number: +XXXXXXXXXXX **(without spaces)**
  Email address: XXXXXXX@XXX **(not active!)**
  Address: postal code + city + country

- **Save your CV in .doc or .docx format** (unless it asks for .pdf).

- **Remove the header and footer.** The ATS will not read their content.

- **Delete tables, graphics, text boxes, columns.** ATS does not see such elements, so the text contained in them will not be read.

- **Use only standard black fonts,** such as Arial.

- **Name the sections in your CV accordingly:** Profile summary, Professional experience, Education, Language skills

- **Re-format "Professional experience" and "Education" section as below:**
  Company / University
  Position / Field of study (mm/yyyy – mm/yyyy)

- **If there are sections in your CV such as "Selected trainings", "Awards", "Certificates"** copy all entries and enlist them one after another in "Skills and competencies" or "Areas of expertise" sections, separating them with a comma:

Selected courses	
Kancelaria Bezpieczeństwa Rapacki i Wspólnicy Anti-corruption training	10.2019
Arbiter bankowy – Katarzyna Marczyńska Complaint handling	06.2019
PWC Legal EBA outsourcing regulations	05.2019
ICC Poland (with ZBP and Bird & Bird) Compliance – an essential programme in a modern organization	04.2019

Areas of expertise / competencies / knowledge

Courses: "Anti-corruption training" (10/2019) at Kancelaria Bezpieczeństwa Rapacki i Wspólnicy, "Complaint handling" (06/2019 at Arbiter bankowy – Katarzyna Marczyńska, "EBA outsourcing regulations" (05/2019) at PWC Legal, "Compliance – an essential programme in a modern organization" (04/2019) at ICC Poland (with ZBP and Bird & Bird), "Banking outcoursing – legal aspects (r.pr. Mariusz Krzysztofek)" (04/2019) at Warsaw Banking Institute (Warszawski Instytut Bankowy), "Liability of collective entities for acts prohibited under penalty – new rules (04/2019)" at Bird & Bird, "Amendments to the Penal Fiscal Code and the law on the liability of collective entities – webinar" (03/2019) at EY, "Controls performed by the Chairman of National Data Protection Authority – rules and procedures" (03/2019) at Deloitte Legal, "Market Abuse Regulation – important responsibilities of mBH as an issuer of financial instruments admitted to trading on regulated markets" (10/2018) at External expert

- **Use only standard bullet points** to avoid the danger that the ATS will skip them completely.

- **All bullet points should start with active verbs.**

- **Use the appropriate format for dates:**
  dd/mm/yyyy

- **Expand all abbreviations and write them in parentheses,** e.g. Master of Business Administration (MBA), Mergers & Acquisitions (M&A).

- **Use the exact words:**
  - **from job ad "Responsible for recruiting, selecting, orienting, training, scheduling, and disciplining employees"**
  - **don't write "Responsible for recruitment, selection, schedule creation and disciplinary actions of team member"**

- **Double-check your CV.** ATS does not tolerate any typos.

CAN YOU HACK THE ATS?

While reading this guide, this might have crossed your mind, "Why can't I just copy an excerpt from the job ad to my CV?" or "Maybe it's enough to repeat the keywords at the end of the CV using a white font so no one will notice it?". **The answer is short: don't do it!**

Standard ATS have been programmed to flag trick like these. **You will not get anything from repeating keywords, using white font, or copying job ads.** All you can do is efficiently distribute the keywords throughout your CV so that the match to a particular job ad is as large as possible. It is easy to achieve that by adding sections such as "Skills and competencies" or "Areas of expertise", containing required keywords.

REMEMBER

An ATS is <u>not</u> a human being, it is a program that cannot draw conclusions and "guess facts". That is why it is so important to format your CV properly and follow simple rules. To understand this, you need to get used to the idea that if a program has been programmed to look for a date in 10/11/2020 format, then 10.11.2020 will not be read as date and such information will be omitted.

<u>**Conclusion:**</u> stick to the rules & use the below checklist!

Any questions?

If you need help, ask your Career Angel or email Bichl.Sandra@CareerAngels.eu.

CHECKLIST

	Yes / No
Type of CV: chronological order with "Skills and competencies" section	
Phone number (without spaces), e.g. +XXXXXXXXXX	
Address: Postal code + City + Country	
Format: .doc or .docx (unless it asks for .pdf)	
Language: standard (0 mistakes) + active verbs	
Language: no fillers, no repetitions	
No header / footer	
No tables, text boxes, graphics, images	
Fonts: traditional, black, bold is OK	
Proper CV sections names	
Bullets: only standard	
Abbreviations + extensions e.g. MBA (Master of Business Administration)	
No active links	
Proper format of "Professional experience" section	
Proper format of "Education" section	
Courses, training, awards are listed after the commas in the "Skills and competencies" or "Areas of expertise" section	
If applicable: wording from the job add (JobScan.co)	

Below you can see how adding keywords indicated by JobScan.co changed CV match to the specific job offer.