CYCLE OF THE APPLICANT TRACKING SYSTEM & YOUR RESUME

1. • Job requisition created and input into ATS
2. • Job requisition posted on career sites and company job board.
3. • Job seeker applies to job posting by uploading resume or copying and pasting.
4. • Resume automatically goes into ATS
5. • ATS deciphers and categorizes resume information.
6. • ATS will compare your resume to others applying for same position.
7. • Resumes are scored and ranked.
8. • Additional points given if referred by current employee or trusted recruiter.
9. • Dupicated submissions of your resume are compared and evaluated.
10. • Resume Scored Well - Contact Initiated!
11. • Resume Scored Poorly - Resume kept on File.
    • No contact with job seeker.