Thriving in a Digital Recruitment Process

The Digital Recruitment Process

centre point

Organisations are using technology to streamline the recruitment process. If you are applying to a large organisation in an entry level role, it is likely an Applicant Tracking System (ATS) will determine if you are selected for an interview or not. An ATS is a computer system that helps employers select candidates and manage the recruitment process. Companies are also using digital tools to make selection decisions, like requiring candidates to submit a one-way video interview

In this guide we look at beating the ATS and submitting successful video interviews

Persauding an ATS to Select You!

- ***Choose the right file type.*** A Word document in .doc or .docx is a safe bet. PDF is difficult for an ATS to read

- ***Highlight key words and phrases*** in the Job Description and use these key words throughout your CV. Some ATS's select candidates based on how many times they use the key words/phrases

- **Do *not put any information in the Header/Footer*** as the ATS may not be able to read it

One-Way Video Interviews

Useful tips

Practice answering <u>these typical interview questions</u>

Look for information online, YouTube and <u>glassdoor</u>

Read guidance provided by employer carefully

Research culture, values and attributes the employer looks for

What typical questions come up at interview in this organisation?

What video technology is being used. Can you find a demo online?

Prepare environment /test equipment. Use stand, do not hold phone

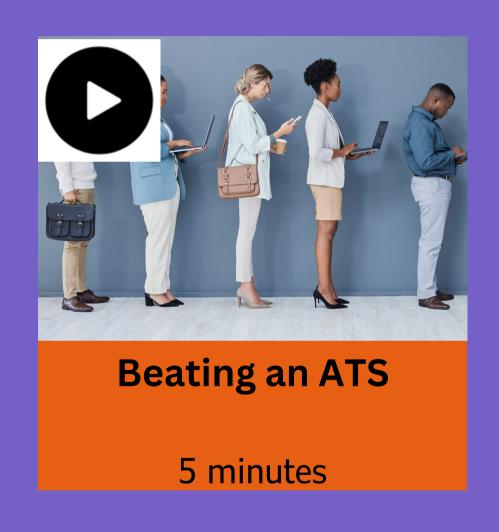After, write 3 things that went well and 3 things to improve

<u>Learn the STAR methodology to answer questions</u>

Resources

Tips for thriving in a digital recruitment process

Beating an ATS

5 minutes

**Suceeding at
video interviews**

15 minutes

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