

## HOW TO USE AN ATS TO ELIMINATE YOUR INTERVIEWING LAUNDRY LIST

A lot goes into interviewing, candidate sourcing, applicant screening, selecting candidates for interviews, coordinating schedules for the interview, preparing interview questions, conducting the interview, following up after the interview... the process is not only time consuming, it can be downright exhausting. Therefore, creating efficiencies is something everyone strives for, but if left without the right system or resources, you might never get there. Applicant tracking systems with built-in interview scheduling tools are a must-have. Let's take a look at what these systems bring to the table and how they make the interviewing process so much more successful.



### Time is Money, So Let's Save It!

Depending on salary, did you know you could be spending upwards of \$50 just to coordinate one interview with the administrative costs of back and forth communication? If you conduct:

- 100 interviews per year - \$5,000 cost to schedule
- 500 interviews per year - \$25,000 cost to schedule
- 1,000 interviews per year - \$50,000 cost to schedule

Most of those interviews don't even result in a hire. Resources are likely being wasted if you're still using an administrative assistant or recruiter to coordinate interviews that could be automatically scheduled.

#### TO DO:

Calculate the amount of interviews your company conducts per year x time it takes to schedule an interview (on average). Consider an ATS that includes an interview scheduling tool:

[offers.clearcompany.com/interview-scheduling](https://offers.clearcompany.com/interview-scheduling)



### Stop Scheduling Errors, Pronto

Scheduling interviews requires organization, and without it your process can easily get out of hand, causing missed appointments and A-players that fall through the cracks. Fortunately, it is easy to integrate **automated interview scheduling tools** into your ATS, allowing:

- Multiple calendars to be coordinated at once
- Candidates to easily view availability and select the best one for them, eliminating tedious scheduling back and forth
- Recruiters and hiring professionals to easily access the candidate profile once an invitation is confirmed, instantly giving them the information they need to prepare for the interview
- Errors that disrupt the flow of the interview process and hurt the candidate experience to be reduced

#### TO DO:

Do a quick survey of the team(s) involved in interview scheduling and ask them to summarize any errors they have seen. A free tool like Google Forms or Survey Monkey can keep this anonymous so that everyone is comfortable sharing. If errors are happening on a weekly basis, we'd say it's time for interview scheduling tool... yesterday!



## Exhibit What Today's Candidates Want

With work-life balance being the third most important consideration job seekers take into account when comparing jobs, it is important to demonstrate that your organization respects everyone's time. A user-friendly interview scheduling tool improves employer brand, candidate, hiring manager and recruiter experience, along with applicant dropout rate.

- Eliminate phone tag
- Enable candidates to determine their schedule
- Combine **pre-recorded applicant screening** options

All represent a flexible, tech-savvy company that values candidates' time.

### **TO DO:**

Look into an entire suite of solutions that when integrated, improve the hiring process overall. Integrated talent acquisition systems, like ClearCompany's, bring the candidate experience to the next level.

Learn more at [info.clearcompany.com/talent-management-solutions](http://info.clearcompany.com/talent-management-solutions).

### **SAVE YOURSELF THE HEADACHE OF MANUALLY SCHEDULING INTERVIEWS**

Look for a **built-in interview scheduling** solution in your next applicant tracking system.