**APPLICANT TRACKING SYSTEMS (ATS) FAQ’S**

What is the applicant tracking system (ATS)?

An applicant tracking system is a software application that enables the electronic handling of recruitment and hiring needs for companies. Among other functions, these systems collect and sort thousands of resumes. The ATS is programed to review, read, and score the applicant’s resume. The resume is then scored based on the applicant’s qualifications and its relationship to the employer’s job description.

Can the ATS impact your chances for a job interview?

Definitely. The only candidates contacted are those who receive a high score by the ATS. If the resumes are not structured in a way that fits the ATS, then resumes could easily be overlooked and never forwarded to the recruiters, HR staff, or hiring managers

Follow these simple and important, steps to increase your chances and rise to the top of the list!

1. Use a standard Word document. Many ATS systems do not recognize templates, text in boxes, tables or documents in pdf, jpeg or png format.
2. Use a simple format. Avoid footers, pictures, images, fancy borders, symbols, and shading as they are not ATS friendly.
3. Use standard 11-12 point font from one of the following choices: Arial, Times New Roman, Georgia, Tahoma, Calibri, and Courier.
4. Always customize the resume for the specific position. Use the exact job title on the resume when applying for a specific position. It is important to use relevant, targeted keywords, and phrases.
5. Check your resume for grammar errors, proper capitalization, and punctuation. The ATS will not recognize misspelled words.
6. Use section headers in all CAPS to help the ATS categorize the information on the resume.
7. Only mirror the skills you possess on the resume. The ATS could accept the skills however eventually the applicant will be interviewed and must substantiate the skills on the resume.
8. Use simple formatting such as bold, caps, bullet points which will help organize your resume and make it more attractive to the reader.

**Professional References**

You are expected to provide 3 professional references on a separate sheet of paper titled “Professional References”. Plan ahead and ask your references for permission to use them so that they are not caught off guard! Professors, supervisors, clinical coordinators, and/or former co-workers make great references as they have seen your practical skills and can comment on how you might fit into an organization or program. Your professional references can make all the difference when applying for a new position!

**Example:**

Lauren Smith

Office Manager

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