HRMSWORLD

RECRUITMENT SOFTWARE
4 STEP SELECTION CHECKLIST

Find the best recruitment software for your company

INTRODUCTION

Finding the right talent to make your business a success is as important as ever, but how you find that talent has changed.

In order to keep your company competitive in the world of online recruiting, you'll need a recruitment solution that allows your staffing team to attract and act on the best applications - before your competitors do.

This can either be a standalone, specialized recruitment solution, or a recruitment module in an HRMS. The advice below is applicable to either option, though full HRMS selection projects will require a broader outlook during the requirements gathering phase.

WHAT'S COVERED?

This guide outlines four essential steps in selecting the right recruitment software for your business. These are:

- **Gathering your key requirements** for new recruitment software
- **Deciding which features** your new recruitment software needs
- **How much recruitment software costs** and how to set a budget
- Finding suitable software and creating a vendor shortlist

OUTLINE YOUR BUSINESS REQUIREMENTS FOR NEW RECRUITMENT SOFTWARE

Before selecting your first recruitment software, or upgrading your existing system, you'll need to be clear on what you want to achieve for your business by doing so.

Mapping out which current and future business requirements you want new recruitment software to address is an essential step in finding a solution that will suit your organization.

Answers will vary from company to company, but common themes for recruiters include:

Social media recruitment: using growing online talent pool to attract younger talent

Remote access: providing your recruitment team with the tools to work from anywhere

Process automation: minimize the time your team spend on admin by automating day-to-day processes

Recruitment analysis: analyzing on where your new hires come from, and how they're performing

DECIDE WHICH RECRUITMENT FEATURES YOU NEED

Once you understand what you want your recruitment software to do, you can start identifying the software features that will help you do it.

Applicant tracking: keeps you on top of the progress of each recruitment campaign. Look for push notifications and action prompts for a truly 21st century feel

Auto-publication to job sites: saves admin time on uploading job ads to free job boards like Indeed

Resume parsing: review resumes received electronically, looking for details that match job ad specifications

Collaborative recruiting: allows other key recruitment stakeholders, like an applicant's potential team members, a say in the recruitment process

Process management/scheduling: keeps your team on top of arranging interviews and responding to applicant queries

Gamification: uses exercises and games to assess a candidate's suitability for the role

Once you've identified the features you need, you should prioritize them into 'essential' and 'nice to have' categories. Using a requirements gathering template like the one below is a great way to do this

2	Feature requirement	Priority	Timeline	Vendor response							Vendor response key
3				OOB	CUS	BOL	3RD	FUT	NA		
4	**Recruitment features**										OOB = out of box
5	Auto-upload to job boards										CUS = available through customization
6	Social media integration										BOL = bolt on at additional cost
7	Application form builder										3RD = available through integration with 3rd party software
8	Link tracking										FUT = in development for future release
9	Sourcing tools										NA = not available
10	Resume parsing										
11	Applicant tracking										
12	Collaborative recruiting										
13	Gamification										
14	Scheduling										
15	Your requirement here										
16	Your requirement here										
17	Your requirement here										

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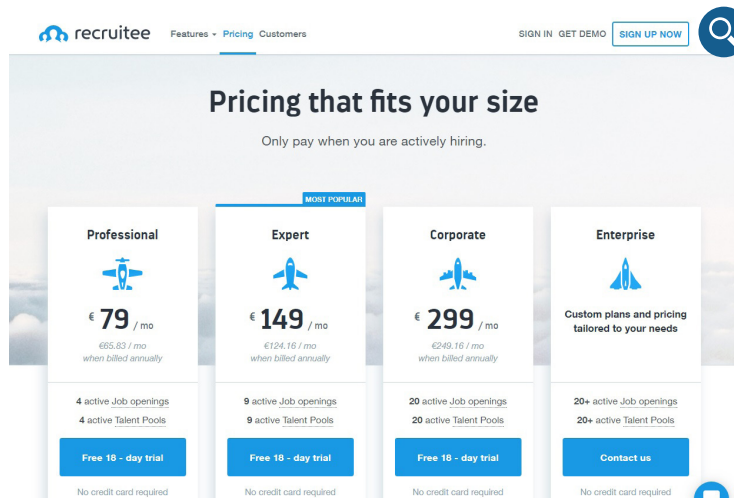
CREATE A RECRUITMENT SOFTWARE BUDGET

Part of creating a workable software budget is understanding how much recruitment solutions cost.

Unfortunately, there's no easy answer to this, as it depends on:

· Whether you're looking at cloud or on-premise solutions

· Whether you want a standalone recruitment solution, or a recruitment module within an HRMS

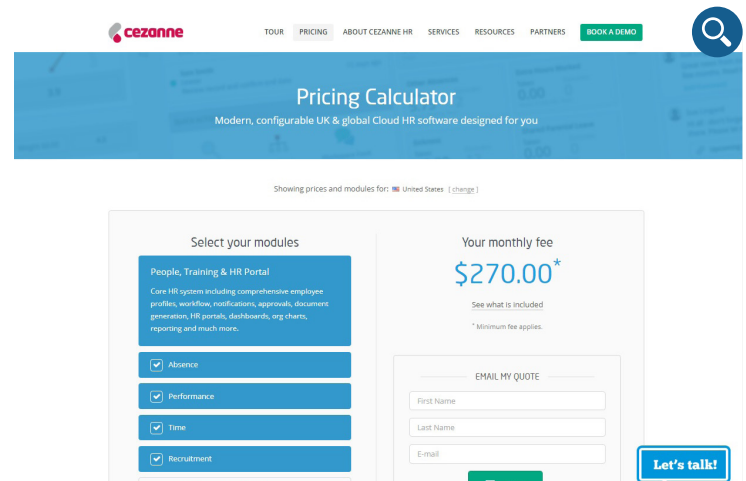· Whether you have extensive implementation support requirements

Out-of-box wise, specialized recruitment solutions are generally cheaper than full-blown HRMS with recruitment functionality. Compare specialist recruitment software Recruitee's price against general HRMS Cezanne's minimum monthly fee:

Some recruitment solutions are billed by usage. If this is the pricing model you want to use, it's important to understand your usage requirements thoroughly before you budget - underestimating what you need will only lead to budget overruns in the long-term.

Here's an example from recruitment solution brightmove that highlights the importance of getting this right:

Qty	Description	Unit Price	Daily	Monthly
1	User	$0.25	$0.25	$7.50
1	Career Portal	$0.25	$0.25	$7.50
1	Up to 1000 Applicants/Candidates	$0.10	$0.10	$3.00
1	Up to 1000 Contacts	$0.10	$0.10	$3.00
1	Up to 1000 Jobs	$0.10	$0.10	$3.00
5	Open Job - Distributed to Indeed and other Free Job Boards	$0.05	$0.25	$7.50
		Grand Total	**$1.05**	**$31.50**

LEAVE MESSAGE

The out-of-box price of a system is only the start. Once you have an idea of how much you're going to pay for the software itself, you'll need to add the following costs to your budget:

· Consultancy costs

· Implementation fees (training, customization, data migration)

· Support and maintenance

· Hardware upgrade (for on-premise systems)

· Staff overtime during implementation

START SHORTLISTING RECRUITMENT SOFTWARE VENDORS

You now know what you want to achieve, the features you need to do it, and how much you want to pay for it. It's time to start shortlisting vendors that fit the bill.

There's no universal list of 'the best' software vendors for recruitment - the best fit for you will depend on your unique needs - but the following vendors are well-regarded in the area.

VENDOR	SOFTWARE	BUILT FOR...
Recruitee	Recruitee	Companies looking for flexible standalone recruitment
BrightMove	BrightMove	SMEs and RPOs looking for standalone recruitment
iCIMS	iCIMS Recruit	Companies with extensive support needs
Workable	Workable	Enterprises looking for intuitive user interfaces
UltiPro	UltiPro HCM	Fully integrated HR, recruitment & payroll
Cezanne	Cezanne HR	Simple-to-use and cost effective HRMS
BambooHR	BambooHR	SMBs looking for a powerful, scalable HRMS
Kronos	Kronos Workforce Ready	Businesses of all sizes looking for comprehensive HRMS functionality

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FOUR-STEP SELECTION CHECKLIST

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