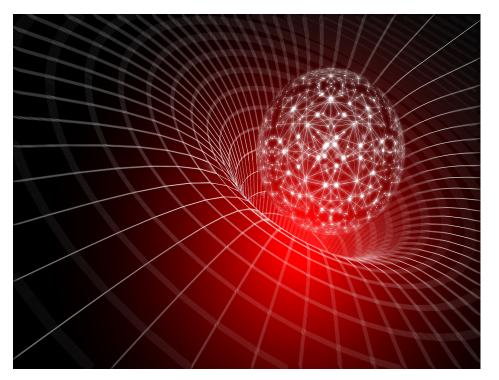


F





Why You Apply for Jobs and Never Hear Back

Many applications are never seen by an actual person because:

 an Applicant Tracking System (ATS) determined the resume did not match the criteria (keywords)

Or maybe the keywords were there, but . . .

resume formatting features blocked the ATS's ability to "see" the keywords



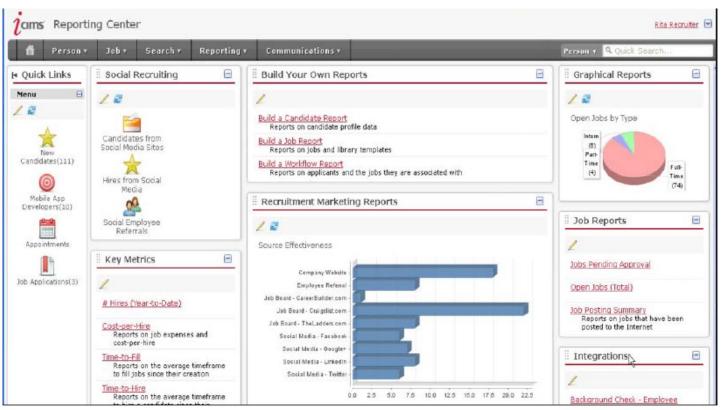


So, What are Applicant Tracking Systems?

- Software that uses algorithms to process and scan resumes for keywords
- Score/Rank applicants based on keywords findings
- Allows recruiter to search resumes by keyword or sort all applicants by ATS scoring system
 - May assist with a variety of other HR tasks



And Why Do Companies Use Them?



Screenshot from iCIMS Training Webinar 8/28

- Saves money and time reviewing resumes
- Simplifies recruiting by automating the hiring process



What You Submit

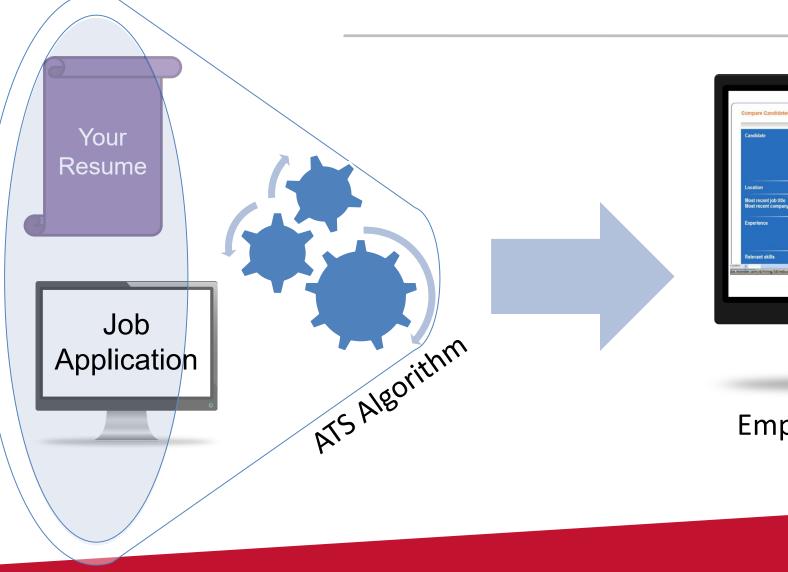
The Star Star		
YOUR NAME HERE		
Address City, II Zip Code		
// C Lip Code • 222-3	33-4444 • youremail@email.com • wwv	v.linkedin.com/in/your-personalized-url
skills, seeking entry level position intervention, and evaluation.	derstanding of advanced patient care tec . Well versed in the delivery of patient ca	hniques as well as exceptional patient care
		10°
Associate in Applied Science, Regi Waubonsee Community College, A GPA: 3.8/4.0	istered Nurse	
GPA: 3.8/4.0	kurora, IL	May 2018
Certificate of Achievement, Basic I Waubonsee Community College		
Waubonsee Community College, An GPA: 3.8/4.0	Nurse Assistant	
		May 2016
LANGUAGE: Spanish, conversationa	d musice -	
Medical-Surgical, Rush-Copley Medi Long-Term Care, Jennings Terrance,	CLINICAL EXPERIENCE	
Long-Term Care, Jennings Terrance, Pediatrics, Rush Children's Hospital	Inc., Aurora, II – 05 II	
Pediatrics, Rush Children's Hospital, Labor & Delivery, Presence Mercy M	Hoffman Estates, IL – 72 Hours	
and mercy M	Lancer Center, Aurora, IL - 72 Hours	
AURORA VETERANS OUTPATIENT CLI Certified Nursing Assistant	PROFESSIONAL EXPERIENCE	
Certified Nursing Assistant	NIC, Aurora, IL	
 Displayed strong clinical skills Adhered to all part 	in assessing vital signs and porface i	July 2016 - Present
 Adhered to all patient safety g Ensured accurate and timely fi 	in assessing vital signs and performing la guidelines. Iow of information by maintaining thorou nt's status. Is in all patient documents in	b draws and glucose checks.
nealthcare team and it	or information by maintaining it	
complied with HIPPA standard	nt's status. Is in all patient documentation and intera	and updating the
FAMILY MEDICINE	COMMUNITY EXPERIENCE	cuons.
FAMILY MEDICINE SUGAR GROVE, Suga Volunteer, Flu Shot Clinic	r Grove. II	
Screened	nditions or allergies that would exclude the vaccines to patients ranging from 6 montained possible adverse side official.	September 2017
 Administered approximately 45 Educated all patients of 	nditions or allergies that would exclude to vaccines to patients ranging from 6 mon and possible adverse side effects, instruc r.	he patient from receiving the
should an adverse reaction occur	vaccines to patients ranging from 6 mon and possible adverse side effects, instruc r. their vaccination record	ths to 85 years of age.
 Provided each patient a copy of the second se	their vaccination record	ung each individual of proper actions
Certified Nursing Assistant – Illino Registered Nurse – Illinois RUS Gentury		
BLS for Healthcare Professionals -	The Amari	June 2016 – Present
Proficiant		July 2018 - Present
Proficient in EPIC Systems Software	TECHNICAL SKILLS	January 2018
		When a second

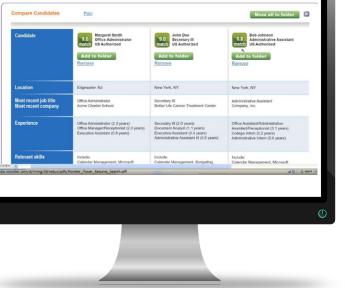
What Employers See

			Move all to folder
Candidate	9.0 Margaret Smith	9.0 John Doe	8.8
	Office Administrator	Secretary III	match
	US Authorized	US Authorized	R
	Add to folder	Add to folder	Add to folder
	Remove	Remove	Remove
Location	Edgewater, NJ	New York, NY	New York, NY
Most recent job title	Office Administrator	Secretary III	Administrative Assistant
Most recent company	Acme Charter School	Better Life Cancer Treatment Center	Company, Inc.
Experience	Office Administrator (2.3 years) Office Manager/Receptionist (2.0 years) Executive Assistant (0.8 years)	Secreatry III (2.0 years) Docameni Analyst (1.1 years) Executive Assistant (0.4 years) Administrative Assistant III (0.6 years)	Office Assistant/Administrative Assistant/Receptionist (3.1 years) College Intern (0.2 years) Administrative Intern (0.6 years)
Relevant skills	Include:	Include:	Include:
	Calendar Management, Microsoft	Calendar Management, Budgeting,	Calendar Management, Microsoft



Your Resume's Journey





Employer ATS Dashboard



What Employers See

Compare Candidates Print Move all to folder Margaret Smith Bob Johnson Candidate John Doe 9.0 9.0 8.8 Office Administrator Secretary III Administrative Assistant **US** Authorized **US** Authorized match match **US** Authorized match ÷. Add to folder Add to folder Add to folder Remove Remove Remove Location Edgewater, NJ New York, NY New York, NY Most recent job title Office Administrator Secretary III Administrative Assistant Most recent company Acme Charter School Better Life Cancer Treatment Center Company, Inc. Experience Office Administrator (2.3 years) Secreatry III (2.0 years) Office Assistant/Administrative Office Manager/Receptionist (2.0 years) Document Analyst (1.1 years) Assistant/Receptionist (3.1 years) Executive Assistant (0.8 years) Executive Assistant (0.4 years) College Intern (0.2 years) Administrative Assistant III (0.8 years) Administrative Intern (0.6 years) Relevant skills Include: Include: Include: Calendar Management, Microsoft Calendar Management, Budgeting, Calendar Management, Microsoft c 11.00 in 4 dia.monster.com/id/hiring/58/redux/pdfs/Monster_Power_Resume_Search.pdf 2 11 12 (2) 50.0°F



Assigns each candidate a 1-10 score→

Adds years of experience <u>by month</u>→

Seeks keyword matches of relevant skills→

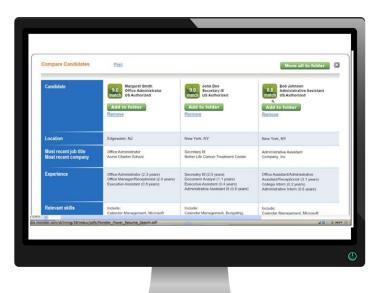
Employer View of ATS Dashboard

ompare Candidates	Print		Move all to folder
Candidate	9.0 Margaret Smith Office Administrator US Authorized Add to folder Remove	9.0 John Doe Secretary III US Authorized Add to folder Remove	8.8 match S Authorized R Add to Nider Remove
Location	Edgewater, NJ	New York, NY	New York, NY
Most recent job title Most recent company	Office Administrator Acme Charter School	Secretary III Better Life Cancer Treatment Center	Administrative Assistant Company, Inc.
Experience	Office Administrator (2.3 years) Office Manager/Receptionist (2.0 years) Executive Assistant (0.8 years)	Secreatry III (2.0 years) Document Analyst (1.1 years) Executive Assistant (0.4 years) Administrative Assistant III (0.8 years)	Office Assistant/Administrative Assistant/Receptionist (3.1 years) College Intern (0.2 years) Administrative Intern (0.6 years)
Relevant skills	Include: Calendar Management, Microsoft	Include: Calendar Management, Budgeting.	Include: Calendar Management, Microsoft

- Employers may initially see <u>some</u> of your resume in condensed column format. <u>NOT the actual</u> <u>resume as you</u> <u>submitted it</u>
- Your resume has the potential to be viewed if an employer sees a high score on the ATS dashboard



Networking: Another Way Through



Networking is an often overlooked way to encourage a person to find your resume in an Applicant Tracking System.

Always try to make a connection with the hiring manager at the company--in person, by phone, or by email. If they know you are applying, they may look for your application.





How to Format Your Resume for ATS Readability

Do NOT use templates from Google, Word, etc.

AVOID

- Textboxes
- Tables
- Multiple columns
- Images
- Content in header/footer fields

USE

Sample resumes on <u>www.waubonsee.edu/careerdevelopment</u>





Keep Formatting Simple

There are hundreds Applicant Tracking Systems software brands and multiple versions.

You want the ATS to "see" your content/keywords, but some ATS software cannot properly "see" content inside formatting features such as text boxes and tables. If an ATS encounters code it doesn't understand, it may just go around!

When you use simple formatting, you increase the odds that an ATS will be able to "see" the content you worked hard to write.





Job Descriptions Contain Keywords

You can find the keywords you need to get past an ATS in the job description.

Now that you understand how ATS work, continue to <u>Step 2: Power Up Your Resume Content</u> to begin the process of identifying and using keywords appropriately.



NACE Career Readiness Competencies

Congratulations! During the Getting Past an Applicant Tracking System process you have strengthened the bolded competencies:

Oral/Written Communications Global/Intercultural Fluency Digital Technology Critical Thinking/Problem Solving Career Management Teamwork/Collaboration Leadership Professionalism/Work Ethic

