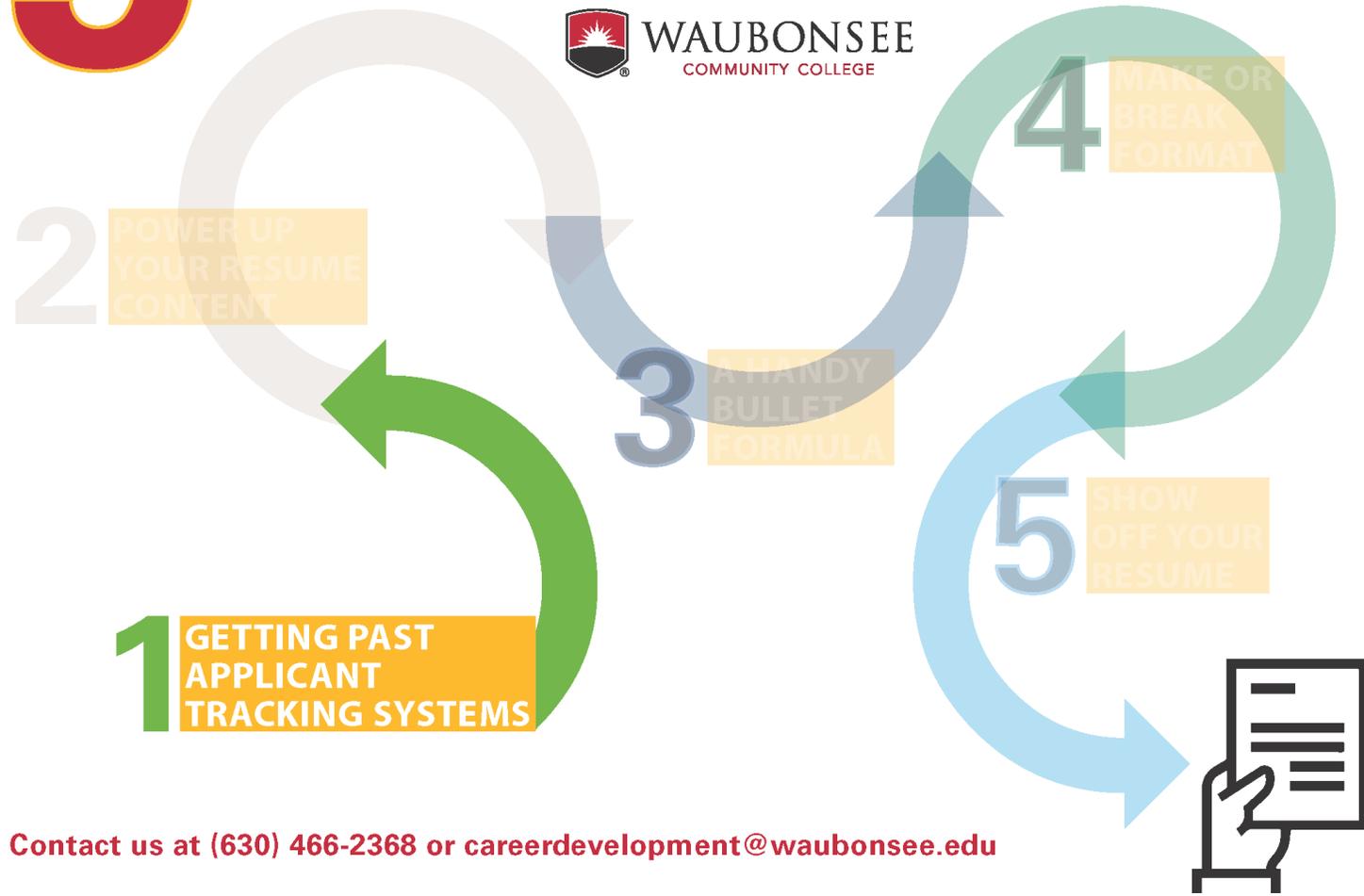




5 STEPS TO RESUME SUCCESS

Supporting resources at waubonsee.edu/careerdevelopment

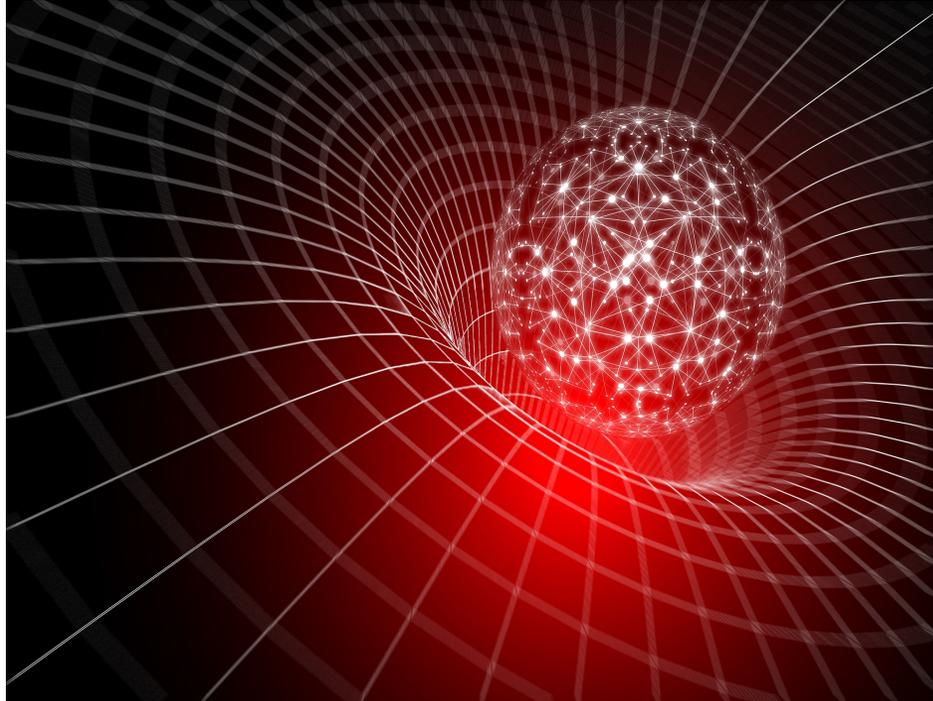


Contact us at (630) 466-2368 or careerdevelopment@waubonsee.edu



WAUBONSEE
COMMUNITY COLLEGE

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





Selectech® Talent Acquisition
Featuring:
ATS ■ Assessments ■ On-Boarding ■
Form I-9/E-Verify ■ Auto-Reference Checks
■ New Hire/Exit Surveys

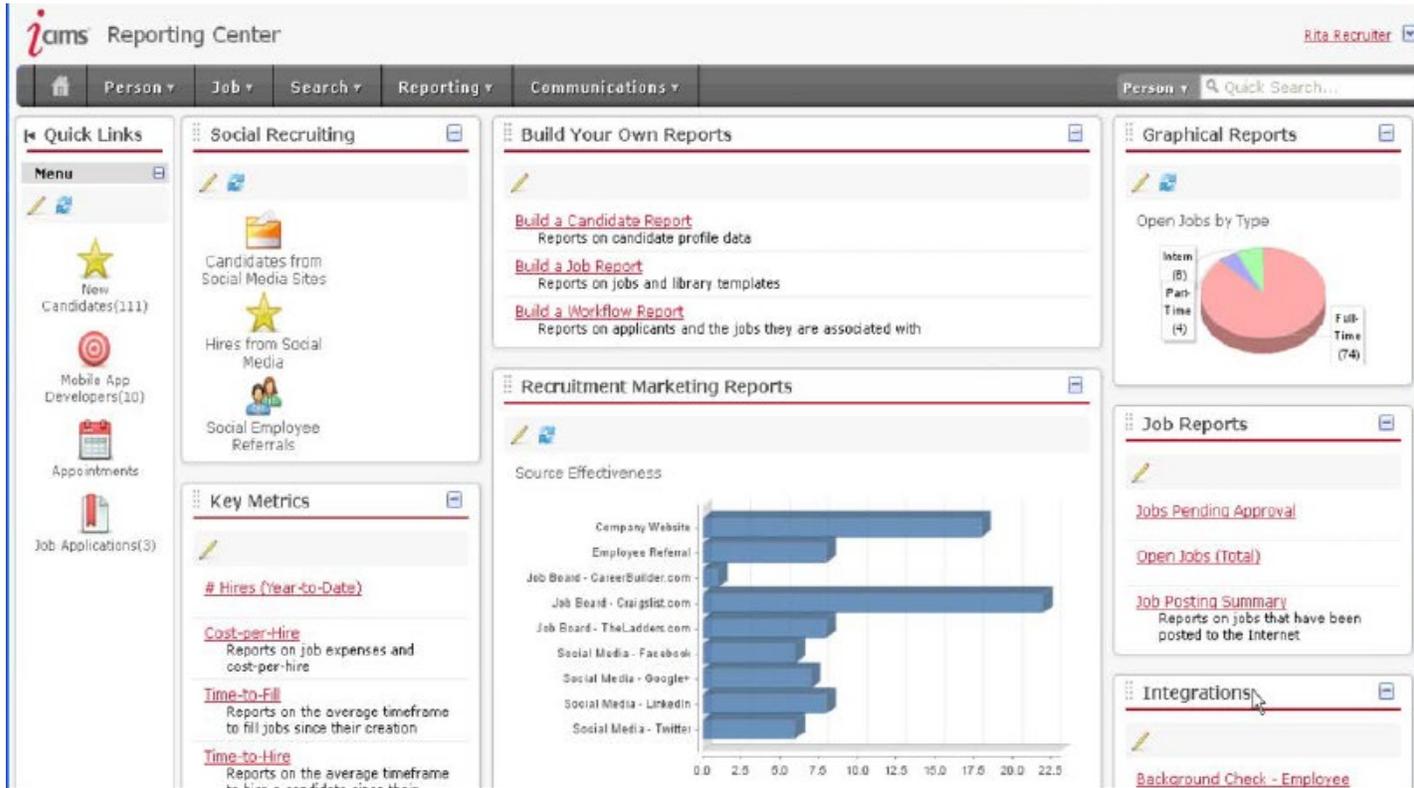


So, What are Applicant Tracking Systems?

- 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?

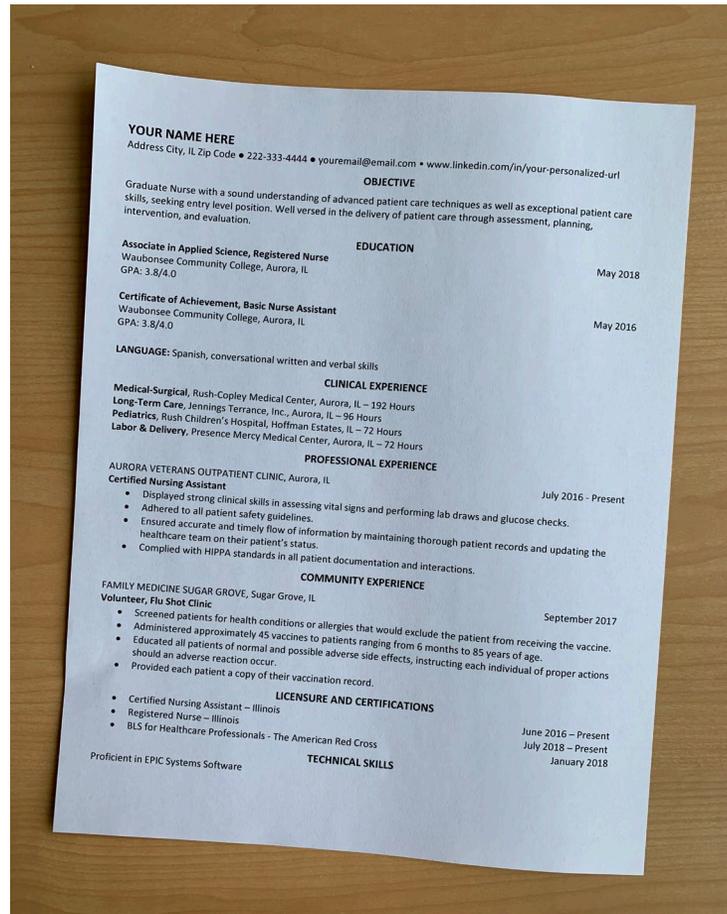


Screenshot from iCIMS Training Webinar 8/28

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



What You Submit



What Employers See

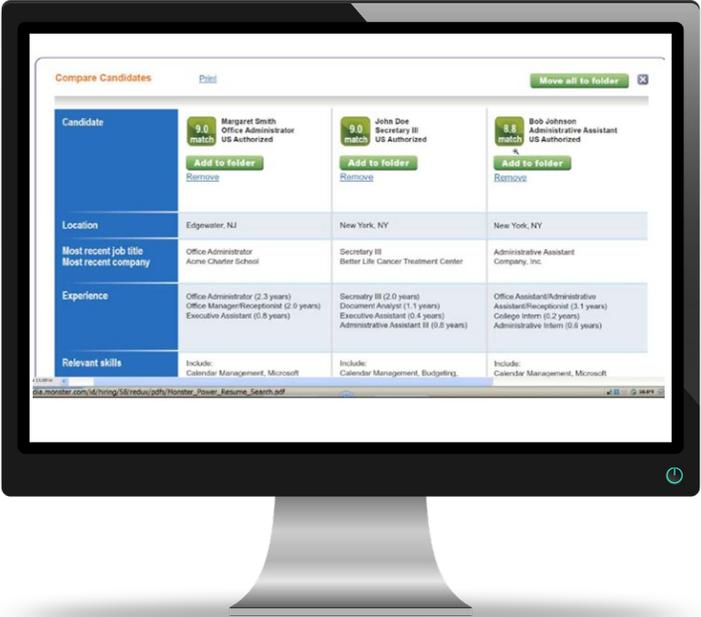
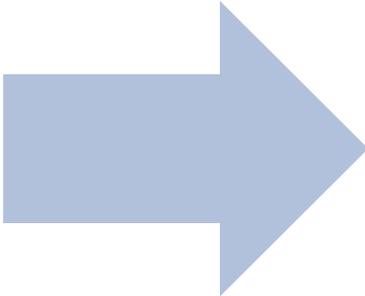
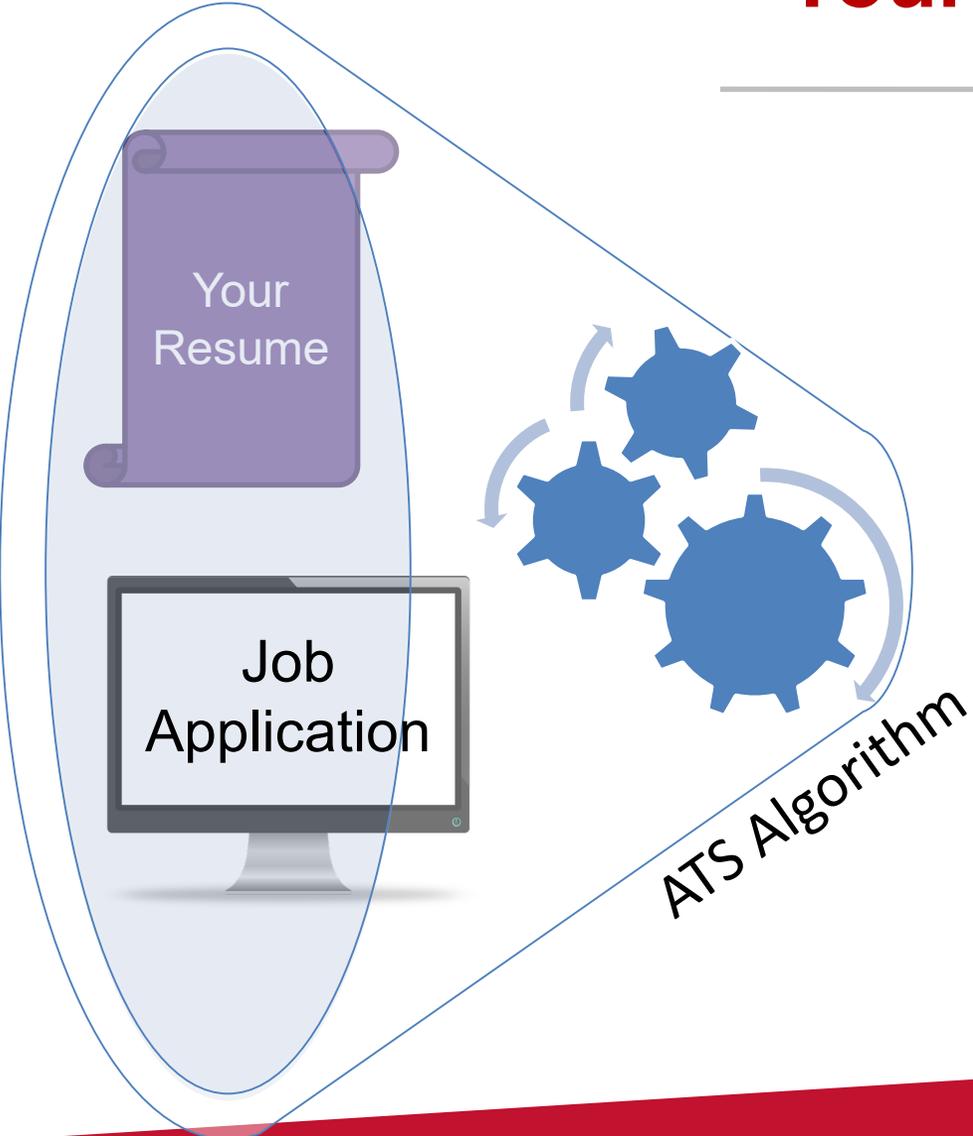
Compare Candidates [Print](#) Move all to folder

| Candidate | Margaret Smith Office Administrator US Authorized | John Doe Secretary III US Authorized | Bob Johnson Administrative Assistant US Authorized |
|--|--|--|---|
| | 9.0 match Add to folder Remove | 9.0 match Add to folder Remove | 8.8 match Add to folder 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) | Secretary 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 |

dia.monster.com/id/hiring/58/redux/pdfs/Monster_Power_Resume_Search.pdf



Your Resume's Journey



Employer ATS Dashboard



What Employers See

Assigns each candidate a 1-10 score →

Adds years of experience by month →

Seeks keyword matches of relevant skills →

The screenshot shows a 'Compare Candidates' interface with three columns for different candidates. Each column has a header row with a candidate's name, title, and a match score. Below this are rows for 'Location', 'Most recent job title / Most recent company', 'Experience', and 'Relevant skills'. Each row contains data for the three candidates. The interface includes buttons for 'Add to folder' and 'Remove' for each candidate, and a 'Move all to folder' button at the top right.

| Candidate | Margaret Smith Office Administrator US Authorized | John Doe Secretary III US Authorized | Bob Johnson Administrative Assistant US Authorized |
|--|--|--|---|
| 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) | Secretary 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 |



Employer View of ATS Dashboard

Compare Candidates [Print](#) [Move all to folder](#)

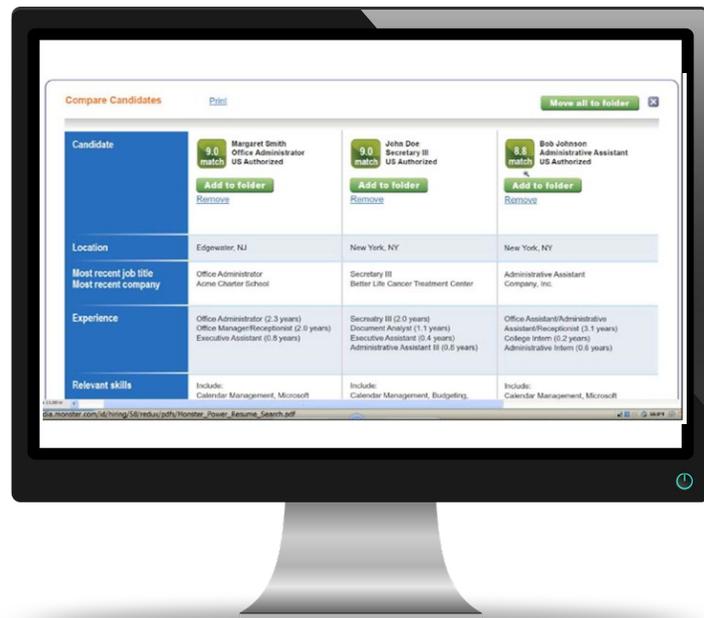
| Candidate | Margaret Smith Office Administrator US Authorized 9.0 match Add to folder Remove | John Doe Secretary III US Authorized 9.0 match Add to folder Remove | Bob Johnson Administrative Assistant US Authorized 8.8 match Add to folder Remove |
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dia.monster.com/id/hiring/58/redux/pdfs/Monster_Power_Resume_Search.pdf

- Employers may initially see some of your resume in condensed column format. NOT the actual resume as you submitted it
- 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 www.waubonsee.edu/careerdevelopment



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 [Step 2: Power Up Your Resume Content](#) 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

