How to Work on CIEPAL ATS

1. **Complete Candidate Information Updates:**

    - Ensure that all details provided by prospective candidates are accurately entered and updated in the system.

    - This includes personal information, contact details, work history, education, skills, etc.

    - If you're using paper for documentation, after concluding discussions with the candidate, kindly take a photo of the written documents and upload it to the Notes section as a document for easier access whenever needed.

2. **Accurate Call Log Entries:**

    - Record all call interactions with candidates accurately.

    - Include important details such as date, time, duration of the call, purpose of the call, and any significant notes from the conversation.

    - This comprehensive call log will assist other team members during candidate screening and follow-ups.

3. **Avoid Leaving Blank Fields:**

    - While updating candidate records, make sure no fields are left blank.

    - Fill in all required information fields to maintain completeness and consistency in candidate profiles.

4. **Early Collection of PAN and Aadhar Card Copies:**

    - During the initial call with the candidate, prioritize the collection of PAN (Permanent Account Number) and Aadhar Card copies.

    - This ensures compliance with identity verification procedures and streamlines the documentation process.

    - Once selected – update with all the necessary documents

5. **Update Job Application Status Promptly:**

    - After any significant interaction or progress in the recruitment process, promptly update the candidate's job application status in the system.

    - This keeps all team members informed about the latest developments and ensures smooth workflow management.

6. **Regular System Checks and Updates:**

    - Periodically review candidate profiles to verify the accuracy of information and update any changes promptly.

- Regular maintenance of the ATS database ensures data integrity and efficiency in recruitment operations.

7. **Document Compliance and Confidentiality:**

- Adhere to data protection regulations and internal policies when handling candidate documents and sensitive information.

- Maintain confidentiality and ensure that all documents are stored securely within the ATS.

8. **Collaborate Effectively with Team Members:**

- Communicate any updates or relevant information with other team members to facilitate collaboration and coordination in recruitment activities.

- Share insights, feedback, and candidate status updates to optimize team performance.

9. **Utilize ATS Features and Tools Efficiently:**

- Familiarize yourself with the various features and tools available in the CIEPAL ATS platform. Utilize these functionalities effectively to streamline recruitment processes, track candidate progress, and generate reports for analysis.

10. **Generate and Analyze Reports:**

- Utilize the reporting capabilities of the ATS to generate insightful reports on various recruitment metrics such as candidate pipelines, time-to-fill, source effectiveness, and diversity metrics.

- Analyze these reports to identify trends, evaluate recruitment strategies, and make data-driven decisions.

11. **Seek Training and Support as Needed:**

- If you encounter challenges or require assistance while working with the ATS, don't hesitate to seek training or support from designated administrators or support staff.

- Continuous learning and improvement enhance proficiency in using the ATS effectively.

12. **Maintain Professionalism and Etiquette:**

- Maintain professionalism and courteous communication when interacting with candidates through the ATS platform.

- Provide clear instructions, respond promptly to inquiries, and represent the organization positively in all interactions.

13. Regular Review of ATS Workflow:

- Periodically evaluate the efficiency of ATS workflows and processes.

- Identify any bottlenecks or areas for improvement and suggest enhancements to optimize recruitment operations.

14. Generate and Review Reports Regularly:

- Utilize the reporting functionalities of the CIEPAL ATS to generate insights into recruitment metrics, candidate pipelines, and team performance.

- Regularly review these reports to assess progress, identify trends, and make data-driven decisions to improve recruitment strategies and processes.

15. Use CIEPAL as the Master Job Board for Screening:

- Utilize CIEPAL ATS as the primary platform for screening and managing candidate applications.

- Ensure that all screening activities, including resume reviews and interview scheduling, are conducted within the CIEPAL system.

- Use other job boards or platforms as secondary sources for sourcing candidates, but prioritize CIEPAL for screening and candidate management processes.