Navigating Artificial Intelligence (AI) and Applicant Tracking System (ATS) During the Job Search

Artificial Intelligence
The perception, synthesizing, and inferring of information performed by machines as opposed to human or animal intelligence.

Applicant Tracking System
A centralized software used by a human resource team to manage candidate sourcing, evaluation, and hiring in organizations. Examples: iCIMS, Jobvite, Taleo, Lever, VidCruiter.

Résumé Parsing
The process of technologically extracting data such as name, degrees, skills and work experience from an applicant's résumé to inform recruiters' selection of the suitable candidates for specific job openings.

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Functions of ATS in Recruitment
- For posting jobs on organizations' career sites and external job sites such as Indeed, Monster, LinkedIn and X, formerly known as Twitter.
- Used to parse résumés to select candidates with matching qualifications.
- Aids recruiters in candidate vetting and ranking.
- Used by recruiters to send interview reminders and automated responses to candidates.
- Used by recruiters to send offer letters and complete the onboarding of new employees.
- Archives applicant data for future job openings.

Disadvantages of ATS in Recruitment
- ATS needs a large amount of data to select qualified candidates for a job opening.
- The ATS does not accommodate flexible expression and adheres strictly to the keywords and phrases it has been programmed to find.
- Using ATS in recruitment may favor insincere candidates who used keywords to apply for jobs they are not qualified to perform.
- It is intolerant of human errors and may disqualify an applicant for making simple human mistakes.

Why Job Applicants Should Leverage ATS During Job Search
- ATS increases an applicant's chances of getting current and future jobs.
- It alerts and suggests job postings that match an applicant's career interest and path.
- It helps an applicant stay organized and track the status of each job they apply to.
- ATS protects an applicant's data from unauthorized access.

Tips for Beating ATS Résumé Parsing and Candidate Selection
- Tailor résumé to include the keywords and phrases of each job opening.
- Include the meaning of every acronym you use in your résumé.
- Avoid using images, graphs, and tables while writing your résumé.
- Submit the Word version of your résumé.
- Use standard and commonly used headers such as experience and education so they are recognized by the software.
- Before you start applying for jobs, run your résumé through a résumé checker such as Jobscan to get an expert review and make relevant changes.
- Focus on jobs you are qualified and skilled to perform.
- Proofread all responses for grammar and spelling errors.
- Check your junk and spam mailbox regularly.
- Be patient and trust the process.

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