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Course Name

Applicant Tracking System (ATS) Onboarding Process Masterclass

Sector Name

HR Strategy and Training

Document Type

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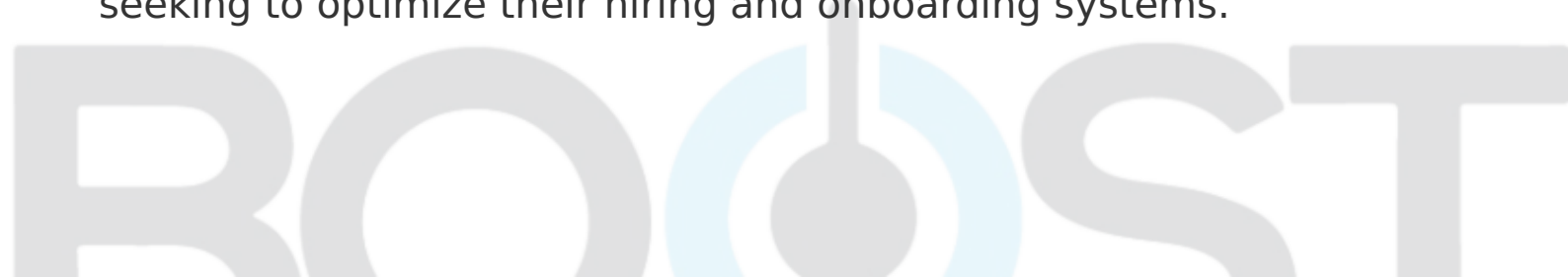
Applicant Tracking System (ATS) Onboarding Process Masterclass

Course Introduction

The Applicant Tracking System (ATS) Onboarding Process Masterclass is designed to help HR professionals and recruiters effectively implement and manage modern recruitment technologies. As organizations increasingly rely on digital recruitment systems, understanding how to configure and optimize the Applicant Tracking System (ATS) onboarding process has become essential for efficient hiring operations.

This course explores the core components of ATS implementation, including candidate tracking, recruitment workflow automation, onboarding management, and HR system integration. Participants will learn how to streamline hiring pipelines, organize candidate data, and create structured onboarding processes that improve the overall recruitment experience.

By mastering the Applicant Tracking System (ATS) onboarding process, professionals can enhance recruitment efficiency, reduce hiring time, and ensure a smooth transition for new employees into the organization. This course is ideal for HR managers, recruiters, talent acquisition specialists, and HR technology professionals seeking to optimize their hiring and onboarding systems.



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Target Audience

- ✓ Talent Acquisition Operations Managers
- ✓ HR and Recruitment Systems Specialists
- ✓ HRIS Managers
- ✓ Recruitment Team Leaders and Coordinators
- ✓ IT Professionals supporting HR Tech
- ✓ HR Project Managers overseeing ATS implementation

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Learning Objectives

- ✓ Understand the strategic importance of ATS in the recruitment process.
- ✓ Plan and manage an end-to-end ATS onboarding project.
- ✓ Learn how to configure and customize ATS workflows, forms, and templates.
- ✓ Align ATS implementation with organizational hiring policies and structures.
- ✓ Drive stakeholder engagement and end-user adoption.
- ✓ Ensure compliance, data accuracy, and user access controls.
- ✓ Monitor performance and leverage ATS analytics for recruitment improvement.

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Course Outline

✓ DAY 01

ATS Fundamentals and Project Planning

- ✓ What is an ATS?
- ✓ Key drivers for implementing an ATS
- ✓ Project lifecycle: phases of an ATS onboarding process
- ✓ Setting goals, scope, and success metrics
- ✓ Assembling the ATS onboarding team
- ✓ Timeline estimation and risk planning
- ✓ ATS vendors overview

Requirements Gathering and Process Mapping

- ✓ Analyzing current recruitment workflows and bottlenecks
- ✓ Documenting key stakeholders' needs
- ✓ Building process maps for requisition, screening, and hiring
- ✓ Customizing ATS to reflect organizational structure
- ✓ Identifying integration requirements with HRIS, CRM, and job boards
- ✓ Legal and compliance considerations
- ✓ Building a feature prioritization matrix

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✓ Day 02

ATS Configuration and Customization

- ✓ System setup and global settings
- ✓ Creating user roles and permissions
- ✓ Designing custom workflows and pipeline stages
- ✓ Job template and requisition management
- ✓ Automated communication and scheduling settings
- ✓ Application form and screening questionnaire customization
- ✓ Approval chains and internal collaboration workflows

Data Migration and Integration

- ✓ Preparing legacy data for migration
- ✓ Ensuring data accuracy and field mapping
- ✓ Migrating candidate, job, and requisition data
- ✓ Integration with email, calendars, and job boards
- ✓ Connecting to assessment tools, background checks, and HR systems
- ✓ Use of APIs and middleware for custom integrations
- ✓ Testing data integrity and integration performance

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Course Outline

✓ Day 03

User Training and Stakeholder Engagement

- ✓ Identifying key user groups and training needs
- ✓ Designing training materials and user guides
- ✓ Conducting onboarding sessions and role-specific demos
- ✓ Building a support and feedback mechanism
- ✓ Change management strategies to increase adoption
- ✓ ATS champions and peer-to-peer support programs
- ✓ Collecting feedback for continuous improvement

Candidate Experience and Employer Branding

- ✓ Optimizing the candidate application process
- ✓ Branding the careers site and job postings
- ✓ Mobile-first design and accessibility
- ✓ Email automation with personalization
- ✓ Setting expectations and communication frequency
- ✓ Candidate feedback loop integration
- ✓ Protecting candidate data and ensuring a respectful experience

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Course Outline

✓ Day 04

Reporting, Dashboards, and Analytics

- ✓ ATS reporting capabilities: real-time vs scheduled reports
- ✓ Key metrics: time to fill, source effectiveness, conversion rates
- ✓ Building dashboards for recruiters and management
- ✓ Data visualization best practices
- ✓ Ensuring data quality and compliance in reporting
- ✓ Automating reports and alerts
- ✓ Using insights to optimize hiring processes

Troubleshooting, Testing, and Quality Assurance

- ✓ UAT (User Acceptance Testing) planning and execution
- ✓ Common ATS implementation issues and resolutions
- ✓ Identifying and resolving permission and routing errors
- ✓ ATS downtime mitigation and contingency plans
- ✓ Performance benchmarking and stress testing
- ✓ Preparing FAQs and self-service resources
- ✓ Go-live readiness checklist

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Course Outline

✓ Day 05

Post-Go-Live Support and Continuous Optimization

- ✓ Managing post-launch bugs and feedback
- ✓ Creating a ticketing and issue tracking system
- ✓ Monitoring adoption and system usage trends
- ✓ Periodic audits of workflows and configurations
- ✓ Refresh training and retraining approaches
- ✓ Leveraging vendor support and new feature releases
- ✓ Building a roadmap for continuous enhancement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 6, 2026	April 10, 2026	5 days	5950.00 \$	Switzerland , Zurich
Oct. 26, 2026	Oct. 30, 2026	5 days	2150.00 \$	Virtual , Online
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Dubai
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai

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