



TenStep Supplemental Paper

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Applicant Tracking System

Tight fiscal situations like today's global economy can force organizations to occasionally lay-off even valued employees. However, when good times arrive, organizations may want to re-hire them. During the interim period, these employees may have acquired new skill sets, but there is no way for the organization to know. This makes it difficult for HR managers to match them with current positions.

The Applicant Tracking System (ATS) provides a solution to this problem. While the ATS is primarily designed for recruiting and tracking new employees, it can also be used to track layoffs and laid-off employees.

Employee to candidate

HR personnel can use software to create records of each laid-off employee and periodically send update letters to them. These letters encourage them to keep HR posted on newly acquired skill sets and their current place of employment. HR can also send them passwords and user names so that they can update their existing employee record themselves via the Web.

A common scenario in many major organizations is employees being laid off in one particular department. An ATS can determine if any of those employees have skill sets that could match current job openings in other areas of the company. HR can then easily reactivate the employee file as a candidate file in its database. The candidate can apply for open positions on the corporate Web site, or HR can screen for a suitable profile and add the candidate to the workflow process.

Even if an organization does not re-hire in the near future, the organization's HR can still maintain good relations with laid-off employees by utilizing the ATS to help them find new jobs.

Safest bet

Ultimately, it's smart to use technology to help track and manage layoffs because it will surely pay off in the future.