



SOFTWARE IMPLEMENTATION GUIDE

ATS/SIRH Step-by-step guide for a successful deployment





40 Quebec companies trust
GLOW Talents for their
recruitment.

INTRODUCTION

As a player in HR digitalization, GLOW Talents offers automation solutions to optimize application management and enable recruiters to focus on the added value of their job: creating relationships with their candidates.

Launched in 2018, the GLOW Talents ATS software quickly became an essential tool for talent recruitment in Quebec.

The objective of this guide is to support and help you plan and implement an ATS software.

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CHAPTER 1 - Needs Assessment

1- Identify the specific needs of your company in terms of HR/recruitment.

Evaluate the size of your company and medium/long-term growth forecasts. Ensure that the chosen ATS/SIRH software is scalable and can meet your company's future needs.

2- Involve the various stakeholders in the evaluation process.

Engage different actors (recruitment staff, human resources, managers, etc.) in the ATS/HRIS implementation project. Gather their needs and perspectives on daily HR management.

3- Analyze existing HR processes and gaps to fill.

Identify challenges and gaps in your current HR processes, such as inefficiencies, errors, delays. These issues will serve as a starting point for your implementation project.

CHAPTER 2 - Selecting the ATS/SIRH Software

1- Define selection criteria based on identified needs.

Start by defining the criteria and requirements you are looking for in an ATS/SIRH software. This may include compatibility with your existing systems,

2- Conduct thorough research on different providers and their solutions.

Conduct research to identify different ATS/HRIS providers in the market. Use recommendations from other companies or HR/recruitment professionals, trade shows, Google reviews, etc.

3- Evaluate demos and features of ATS/SIRH software to find the best solution for your company.

Request software demos or free trials to better understand the functionalities and capabilities of each solution. When you have evaluated all your options, make an informed decision on the software that best suits your company.

CHAPTER 3 - Implementation Planning

1- Form a dedicated team or manager to handle the implementation project.

Create a team or designate a person dedicated to managing the implementation project. Ideally, this team should include representatives from the different departments concerned by the ATS/SIRH software.

2-Establish a detailed timeline with key steps and deadlines.

Clearly define the objectives of the implementation project, the functionalities to be implemented, the deadlines to be met, and the expected results.

3- Identify and allocate the necessary resources for the project.

Ensure the team has adequate resources to carry out their tasks: time, dedicated personnel, supplies, etc.

CHAPTER 4 - Configuration and Customization

1- Collaborate with the ATS/SIRH software provider to configure the system according to your company's specific needs.

Work closely with your ATS/SIRH provider to get their assistance and advice throughout the process. Start by configuring the access permissions for each user and the settings of your existing tools (such as payroll systems). Ensure everything is aligned with your company policies and procedures.

2- Customize settings, workflows, and forms based on your existing processes.

Customize the ATS/SIRH software workflows to match your company's specific HR processes. This may include creating customized forms to reflect your employer brand, automating candidate notifications, defining different recruitment stages, etc.

CHAPTER 5 - User Training

1- Follow the training plan for users of the ATS/SIRH software.

Follow the detailed training plan provided by your software provider, covering all aspects of the ATS/SIRH that users will need to use daily.

2- Organize online or in-person training sessions to familiarize employees with the system's features.

Participate in the training sessions provided by your ATS/SIRH software provider. For absent users or those with specific needs, consider individual training sessions, which can be particularly useful for managers.

3- Request additional resources: video tutorials, reference guides, etc.

Familiarize yourself with the platform through practical workshops and process tests. Ensure you get dedicated support in case of questions and additional training resources.

CHAPTER 6 - Launch and Deployment

1- Plan the deployment of the ATS/SIRH software progressively or in phases.

Develop a detailed deployment plan that covers the process aspects, launch dates, deployment methods for each branch, etc.

2- Clearly communicate the system launch and upcoming changes to employees.

Communicate the project and system launch. Explain the project's objectives, expected benefits, and upcoming changes in work processes.

3- Obtain contact information from the software provider for support to address questions and resolve issues during deployment.

Monitor the system deployment to detect potential anomalies. Report issues immediately to your software provider for quick correction if needed. Do not hesitate to call support if necessary.

CHAPTER 7 - Evaluation and Deployment

1- Collect feedback from ATS/SIRH users and evaluate the system's effectiveness.

Gather feedback from your users on their experience with the system. Identify possible areas for improvement for the team and share them with your software provider.

2- Implement a continuous improvement process to optimize the use of the ATS/SIRH software.

Continue to collect user feedback and adjust the system accordingly to ensure its long-term effectiveness.

CONCLUSION

Congratulations! You have now successfully gone through our step-by-step guide for implementing ATS/SIRH software. We hope this guide has provided you with valuable information and practical advice to carry out this crucial process in your company.

Implementing ATS/SIRH software can be a significant investment in time; however, the long-term benefits in terms of operational efficiency, employee productivity, and employee satisfaction are well worth it.

At GLOW Talents, we are dedicated to providing innovative and customized solutions to meet the unique needs of your company. Whether you are a growing small business or an established large organization, our team is here to support you at every step of the process.

Feel free to contact us to learn more about our ATS/SIRH solutions and how we can help your company achieve its goals.

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