

2025

Vendor Evaluation Scorecard

Applicant Tracking Systems (ATS)

Getting Started

Our quick and simple Vendor Evaluation Scorecard has been designed to help evaluate how different systems perform against the product features you value most.

*Step 1

Assign an appropriate % weight to each feature based on its level of importance. *(Please note, you may adjust the number of features, and % weight assigned to each particular feature, but the total % weight must always add up to 100% 😊).*

*Step 2

Score each vendor from 1 – 5 against each feature, with 1 being the lowest score and 5 being the highest.

*Step 3

Multiply the % weight by the score assigned to populate the “result” column. *(For example, if you assigned a weighting of 10% and score of 4 for the “Resume Parsing” feature, the result would be $10\% \times 4 = 0.4$).*

*Step 4

Finally, add up all the results to give you your final overall rating for the ATS.

Template

Product Feature	Description	% Weight	Score	Result
Integration Capability	The ability to integrate with other key platforms	10%		
Customisable Career Sites	The ability to create and customise career sites	10%		
Resume parsing	The ability to extract relevant information from candidate resumes and automatically populate it directly into the ATS.	10%		
Job posting / Job Board Integrations	The ability to post job openings to multiple job boards and other online platforms.	10%		
Candidate search functionality	The ability to search for candidates using keywords and other criteria.	10%		
Candidate Management, Reporting & Dashboards	The ability to track, manage and report on candidates throughout the hiring process.	10%		
Comms & Collaboration	The ability to communicate within the ATS & conduct collaborative / team reviews of candidates.	10%		
Interview scheduling	The ability to schedule interviews with candidates and manage the schedule of hiring managers.	10%		
Talent sourcing	The ability to find and attract candidates from a variety of sources, including social media and job boards.	10%		
Talent pool management	The ability to create and manage a pool of potential candidates for future openings.	10%		
Total		(100%)	(1-5)	