

# Recruiting Software Vendor Review

## About this checklist

This checklist is designed to help you compare software providers for your recruiting needs.

In each section, you'll be able to collate information on each vendor you are reviewing to help you make an informed decision.

## What problem do you need to solve?

Consider the main reason you're reviewing recruiting software:

- Do you want to find high-quality or more applicants?*
- Are you looking to attract high-quality or more applicants?*
- Do you need to strengthen your employer brand?*
- Is reducing time-to-hire or time-to-fill your priority?*
- Do you need to reduce your cost-to-hire?*
- Is your goal to improve candidate engagement or candidate experience?*
- Is reducing new hire turnover your focus?*

My goals	
I need to solve	I will measure this by these metrics

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## What type of software are you reviewing?

The types of recruiting software available broadly fit into these categories. Note that many solutions cover multiple areas of your needs, so consider your goals above.

### I am reviewing...

- Sourcing Software**  
These tools help recruiters find candidates, including passive candidates who may not be on the lookout for an organization's open position.
- Selection Software**  
These tools screen large pools of candidates to help recruiters narrow down their search and accelerate their selection process.
- Hiring Software**  
These tools transition new hires from recruitment to onboarding.
- Engagement Software**  
These tools help manage communication between recruiters and candidates to streamline setting up phone screens, interviews, skill tests, and more.
- Something else...**

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## Comparison Checklist

Use these categories to compare vendors, or add your own criteria.

Feature	Vendor 1	Vendor 2	Vendor 3
Security and privacy controls			
User training, customer support, and onboarding			
Easy job advertising on free, premium, and niche job boards			
Candidate sourcing and passive candidate search tools			
Social media job promotion			
Employee referral recruiting and campaigns			
Applicant tracking			
Hiring team collaboration and communication			
AI and Automation			
Bulk resume upload and resume parsing			
Candidate engagement tools and relationship management			
Job application form customization			
Skill testing and interview kits			
Interview scheduling			
Mobile recruiting			
Hiring metrics, analytics, and reports			



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## Cost comparison

Costs vary depending on the number of users, set-up fees, or open positions for which you intend to hire. Use this table to compare costs from vendors.

Vendor	User seats, number of hires or other variables	Cost per month	Cost per year
Vendor 1			
Vendor 2			
Vendor 3			