

Transitioning from your old ATS to Paycor Recruiting

For a seamless implementation experience while moving from another ATS to Paycor Recruiting, we suggest shutting down your old ATS system methodically. You should plan to work in Paycor and your old ATS at the same time for a pre-determined timeframe. Remember that the items mentioned below are simply our recommendations – you may find other ways that work better for you or your team but the below is what we have found to be most useful for many of our clients.

NOTE: It is extremely important that you avoid posting the same job from 2 different ATS systems to Indeed, Glassdoor, LinkedIn etc. Doing so will cause the job boards to take adverse action on your posts and will require that you do a lot to reverse that damage. The steps below are outlined in such a way that you should be able to avoid this from happening.

We suggest your team starts by determining a Start and End Date that is then communicated to everyone involved in your hiring process:

- The **Start Date** is the day that any NEW jobs you want to post are created and posted in Paycor Recruiting (**do not create any new jobs in the old ATS after this date**).
Make sure to let your Implementation Consultant know what this date is so Paycor can be sure to have your database ready in time!
- The **End Date** is the date at which all your jobs and their associated candidates are closed in your old system – by the time the end date hits you should not be dispositioning candidates in the old ATS anymore. The distance between these 2 dates is up to you, some clients can do this in a weekend, some like to give it a few weeks.**

Once you have your start and end dates decided, you can start the *end-of-system* work in your old ATS:

- Hire or disposition candidates and send any emails/updates needed to them, update the notes, and inactivate those candidates.
- Once every candidate in a job is dispositioned: **close that job in the ATS** and reopen it in Paycor if you'd like to keep hiring for it.
PRO-TIP: *Not hiring anymore? It may be a good idea to create the job as a job template in Paycor Recruiting anyway.*
- If you have no viable candidates in jobs in the old ATS we recommend you close those jobs, disposition any remaining candidates and repost those jobs again in Paycor Recruiting.
- Have a new job to post after your determined start date? **Create the job in Paycor, not the old ATS!**

Once your end date hits, if you have any candidates still in the old ATS that you'd like to continue working with in Paycor we recommend you:

1. Make sure that job is created in Paycor Recruiting.
2. Create the candidate in Paycor on that job and update the notes manually with the information from the old ATS.
3. Close the old job in the old ATS.

After all jobs are closed in the old ATS and all candidates are dispositioned it is at this point that you could request your export from the old ATS, save it locally and reference it as needed while you recruit using your new ATS!

***Considerations for this timeframe will depend on your careers page decisions as well - your Implementation Consultant can chat with you about this and how you'd like to configure the careers page.*