

ATS Transition Timeline

Transition Steps	Estimated Timelines	Tasks to Deliver
Step 1: Engage Stakeholders	Week 1 Weeks 1 - 2 Months 1 - 2	<ul style="list-style-type: none"> Identify key stakeholders Discuss current challenges and set priorities for the new system Highlight manual processes to automate and workflows to streamline
Step 2: Data Preparation	Week 2 Weeks 3 - 4 Months 2 - 3	<ul style="list-style-type: none"> Review and clean up your existing data (update outdated info, remove duplicates, etc.) Decide which candidate data to migrate Work with current and new ATS to extract and implement data
Step 3: Process Mapping and Configuration	Week 3 Weeks 5 - 6 Months 3 - 4	<ul style="list-style-type: none"> Map out your hiring workflows from candidate tracking and interviews to HRIS handoffs Configure the new ATS to fit your processes Identify opportunities for automation and improved efficiency
Step 4: Integration Strategy and Planning	Week 4 Weeks 7 - 8 Months 4 - 5	<ul style="list-style-type: none"> Plan and establish integrations with your HRIS, payroll, and other tools Collaborate with your new ATS provider to set these up
Step 5: Data Migration	End of week 6 End of week 12 End of month 6	<ul style="list-style-type: none"> Migrate data into phases Validate data integrity after each phase Complete migration before the current ATS contract ends
Step 6: Team Training	End of week 6 Weeks 11 - 12 Month 6	<ul style="list-style-type: none"> Train your team on system features and hiring workflow Set up role-specific recruiter and hiring manager training Provide resources for ongoing learning
Step 7: Go-Live Date	End of week 6 End of week 12 End of month 6	<ul style="list-style-type: none"> Officially launch and begin using your new ATS platform Maintain a short overlap with your old ATS system to address any issues Gather feedback from your team to refine your processes early on