ICIMS SYSTEM AUDIT CHECKLIST

Get the most out of your iCIMS investment by understanding your system configuration.

VELOCITY

WHY?

Over time your configuration and user practices can drift away from the optimal. An audit of your utilization, automation, security, and users ensures that your tools are operating at peak efficiency and you are maximizing your iCIMS ROI.

This checklist guides you, step-by-step, through the evaluation of your system and how it is being used.

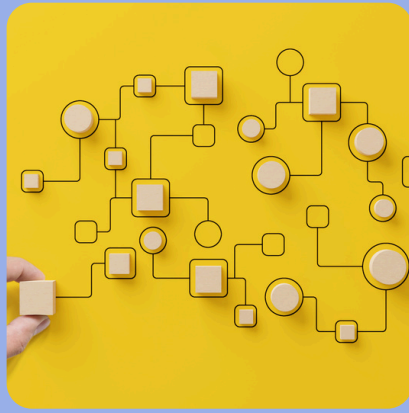# CONTENTS

CONFIGURATION & MODULE UTILIZATION

- Unconfigured Modules
    - Offer Management, Video Studio, CRM, Careers Sites, etc.)
- Customization
    - Are custom fields/forms/workflows aligned to business needs
- Configuration Gaps
    - Note inefficiencies in workflows (e.g. unnecessary steps)
- User Profiles
    - Confirm user profiles/roles have appropriate access

**WORKFLOW
AUTOMATION**

Are workflows
automated (e.g.
notifications)
List manual processes
that can be automated

A

EMAILS

Are candidate and hiring
manager emails
triggered at the right
times?

B

CAMPAIGNS

Are you using
Campaigns to re-engage
silver medallists?

C

REDUCE CLICKS

Identify steps where
automation can reduce
clicks.

D

AUTOMATION

USER PRACTICE & STRATEGY

- Standard Operating Procedures
  - Is the system used consistently across teams?
- User Training
  - Is there ongoing training for system updates or best practices?
- Strategy Alignment
  - Does current usage align with TA strategy (e.g. are key behaviors tracked against metrics)?
- Candidate Experience
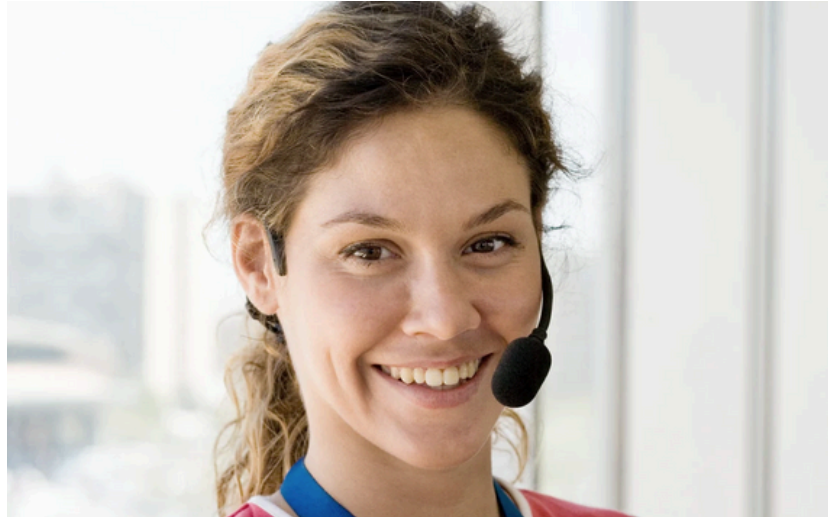 - Review candidate-facing elements for user-friendliness and speed.

- Security Rules
  - Are settings correct for each user role?
- Data Privacy & Compliance
  - Are you compliant with local privavy/security standards (e.g. GDPR, EEOC)?
- Access Logs
  - Do you regularly review access logs for suspicious activity?

DASHBOARDS & REPORTING

- Key Metrics to Track
  - Time to Hire, Candidate Source effectiveness, Hiring Funnel conversion rates, user activity
- Dashboard Configuration
  - Are dashboards providing clear insights into key metrics?
- Custom Reports
  - Do custom reports track critical KPIs (e.g. time-to-fill, diversity)?
  - Are custom reports automated?

CONTACT US

If you are interested in learning more, please reach out to us at support@velocityhcm.com

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