



# WHITMAN COLLEGE

## HIRING MANAGER GUIDE TO BAMBOOHR APPLICANT TRACKING SYSTEM (ATS)

### Make sure you have access

Log in to [BambooHR](#). You should see *Hiring* in the menu at the top of your BambooHR screen.

You will be able to view job postings for which you have hiring manager access under the *Job Openings* tab.

The screenshot shows the BambooHR interface. The top navigation bar includes 'Home', 'My Info', 'People', 'Hiring' (highlighted with an orange box), 'Reports', and 'Files'. Below the navigation bar, the 'Hiring' section is active, with 'Job Openings' selected as the tab. A table lists three job openings:

Candidates	Job Opening	Hiring Lead	Created On	Status
	<a href="#">Customer Success Advocate</a> Lindon, Utah	Cheryl Barnet	Jan 15, 2020 1 minute ago	Open
1 1 NEW	<a href="#">Account Executive</a> Lindon, Utah	Jenn Caldwell	Jan 1, 2020 14 days ago	Open
1	<a href="#">General Application</a> Lindon, Utah	Shannon Anderson	Apr 17, 2017 3 years ago	Draft

Once candidates apply for the position, candidates for jobs for which you are hiring will appear under the *Candidates* tab.

bamboohr™ Home My Info People **Hiring** Reports Files

**Hiring**

Job Openings **Candidates** View Careers Website - Get Embed Code

Filter by phone, email, etc... Candidates Still in the Running Job Openings All

Name	Job Opening	Rating	Status	Last Update	Phone
Panda Bear	Account Exec...	★★★★★	Offer Sent	1 hour	854-8...
Jared Fisher	Account Exec...	★★★★☆	New	2 hours	
Gene Owen	General Appli...	★★★★☆	Offer Sent	2 days	+61 4...
Charlotte Abbott Candidate for 3 jobs.	Software Engi...	★★★★☆	Checking References	2 days	
Fred George Candidate for 2 jobs.	Software Engi...	★★★★☆	Interviewed	2 days	
Charlotte Abbott Candidate for 3 jobs.	Account Exec...	★★★★☆	Jobma Interview Initiate	5 months	888-8...

## Granting access to others

To share candidates' information with your search committee or others who need to review applications, click on the job posting, then click on the "add people" icon. Collaborators will be able to view resumes, and you will be able to determine what additional candidate information you share with others by clicking on boxes in the drop down menu. To turn on or off email notifications for individuals for whom you are granting access, click on the email icon.

setched@whitman.edu x Test job 2 x My Drive - Google Drive x HIRING MANAGER GUIDE TO BA... x Whitman College - Calendar - V... x New Tab x +

com/hiring/jobs/22

Cupa HR VSP Vision Care | V... Goodshire (backgro... Cupa HR VSP TIAA Secure Accou... Navia Benefit Soluti... Cascade Centers, In... Colleague Home Simple Hire (ATS) Everfil Tax Withholding Est... JobElephant Bonneville Hatchery... Mul

My Info People **Hiring** Reports Files

**Test job 2**  
Finance - Walla Walla, WA

Edit Job Opening 10 days +

Hiring Lead Antonio Cruz Status Open Open 0 Days

This job is very important.

Link to this job  
https://whitmansandbox.bamboohr.com/jobs/view

in f t

View Full Job Description

1 Candidate (1 New) New Candidate Show Still in the Running

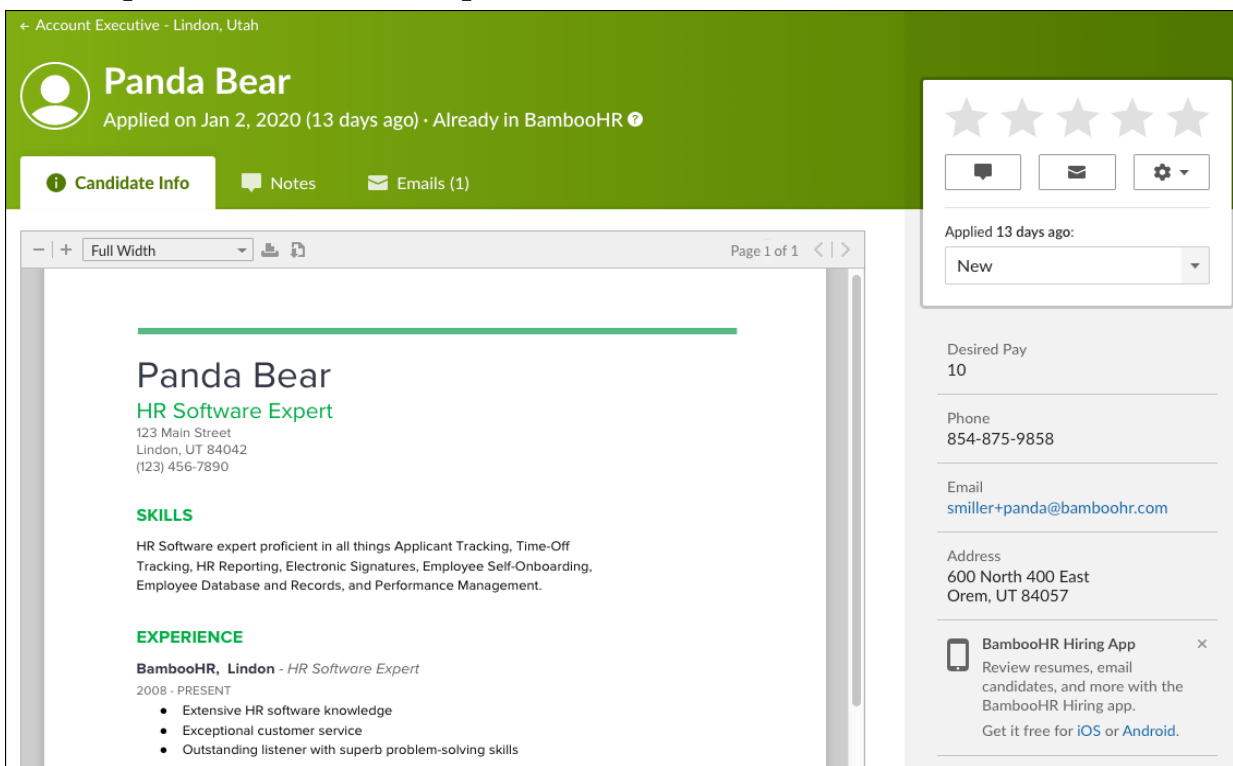
Name	Status	Last Update	Rating	Applied	Phone
Test Candidate2 Candidate for 2 jobs.	New	30 minutes	★★★★★	Feb 18, 2020	1111111111

## Applicant information

To view a candidate's profile page, click on their name. You can also search for a particular candidate in the search box in the upper right corner of the screen. The *Candidate Info* tab will show you all of the information candidates provided in their application. The *Notes* tab will display notes your collaborators have made about the candidate. Please make sure to remind your collaborators to make comments that are appropriate in nature and that directly relate to the experiences the candidate details in their application.

The *Emails* tab will show all interactions for a particular candidate. From the *Emails* tab, you can compose a new message to a candidate or send them a template that Human Resources already created (templates can be edited as well). You can also reply to any messages from the candidate within BambooHR.

Additionally, you will note a feature that allows you to make comments on candidates. Please think carefully if you want your search committee to use this feature, and provide them with clear guidance. If you do decide to use this feature, instruct your committee to only write appropriate, factual notes, such as a candidate's resume does not indicate they fulfill a particular minimum qualification.



The screenshot shows a candidate profile for Panda Bear, an Account Executive in Lindon, Utah. The profile includes contact information, skills, and experience. The skills section lists proficiency in Applicant Tracking, Time-Off Tracking, HR Reporting, Electronic Signatures, Employee Self-Onboarding, Employee Database and Records, and Performance Management. The experience section shows work at BambooHR, Lindon, as an HR Software Expert from 2008 to the present, with skills in extensive HR software knowledge, exceptional customer service, and being an outstanding listener with superb problem-solving skills. The right sidebar contains a star rating, a dropdown menu for 'Applied 13 days ago' (set to 'New'), and contact details for Desired Pay (10), Phone (854-875-9858), Email (smiller+panda@bamboohr.com), and Address (600 North 400 East, Orem, UT 84057). A notification for the BambooHR Hiring App is also present.

## Email alerts

BambooHR includes nine automated email alerts that the hiring manager can turn on or off for each collaborator. These alerts include:


- New Candidate
- New Comment

- New Comment and Status Update
- New Bulk Comment and Status Update
- Application Submitted Confirmation
- Offer Letter
- Offer Accepted (Candidate Facing)
- Offer Accepted (Recruiter Facing)

**You have a new candidate!**  
Allison Barrett just applied for **Customer Success Advocate**.

Hi Jenn,

Great news! Allison Barrett just applied for the **Customer Success Advocate** job in Lindon, UT. Keep up the good work.

 **Allison Barrett**  
Allisonb@barrettfamily.net  
888-667-8675  
[LinkedIn Profile](#)

[View Candidate](#)

bamboohr

## Updating candidate status

To update the status on a candidate, click on the box next to the candidate's name, then on the wheel cog to the right and click "update status." From there you will have a number of choices including:

- Application reviewed
- Preliminary phone screen scheduled
- Preliminary phone screen conducted
- Phone/video interview scheduled
- Phone/video interview conducted
- On-campus interview scheduled
- On-campus interview conducted
- Checking references
- Put on hold
- Hired

Please do not use the features “move candidate” or “delete candidate.”

In the candidate overview table, you can make bulk changes to all selected candidates. The box at the top will select/deselect all.

**Account Executive**  
Sales - Lindon, Utah

[Edit Job Opening](#)

Hiring Lead: Jenn Caldwell | Status: Open | Open: 13 Days

**About Us**  
Our mission is simple: we want to set people free to do meaningful work. People love our software--and it turns out that people love working here too. We've been recognized as a "Best Company to Work For", and we're proud of our team for receiving awards for workplace effectiveness and flexibility.

What You'll Do  
[View Full Job Description](#)

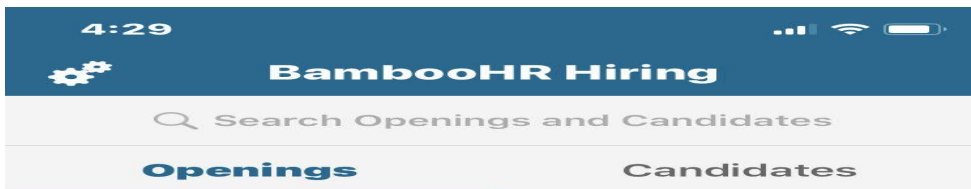
2 Candidates (2 New) [New Candidate](#)

Show: Still in the Running

<input checked="" type="checkbox"/>	Name	Status	Last Update	Rating	Applied	Phone
<input checked="" type="checkbox"/>	Jared Fisher	New	Just now	★★★★★	Jan 15, 2020	
<input checked="" type="checkbox"/>	Panda Bear	New	13 days	★★★★★	Jan 02, 2020	854-875-9858

## Downloading the BambooHR Hire app

BambooHR has an app for hiring that can be found in the app store by searching “bamboohr hiring.”



**You don't have any Draft or Open job openings.**

By default, we only show openings in these two statuses. You can see openings you have in different statuses by tapping below to add a filter.