



WHITMAN COLLEGE

SEARCH COMMITTEE 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 been granted access under the *Job Openings* tab.

Candidates	Job Opening	Hiring Lead	Created On	Status
	Customer Success Advocate Lindon, Utah	Cheryl Barnet	Jan 15, 2020 1 minute ago	Open
1 1 NEW	Account Executive Lindon, Utah	Jenn Caldwell	Jan 1, 2020 14 days ago	Open
1	General Application 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.

The screenshot shows the BambooHR Hiring interface. At the top, there is a navigation bar with 'bamboohr™' logo and links for Home, My Info, People, Hiring (highlighted with an orange box), Reports, and Files. On the right, there are icons for search, notifications (7), help, settings, and a user profile. Below the navigation bar, the 'Hiring' section is active, with 'Candidates' (highlighted with an orange box) selected over 'Job Openings'. There are links for 'View Careers Website' and 'Get Embed Code'. A search bar is present with the text 'Filter by phone, email, etc...'. Below the search bar, there are dropdown menus for 'Candidates' (set to 'Still in the Running') and 'Job Openings' (set to 'All'). The main content is a table of candidates with the following data:

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...

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 that anyone who has access to to review files has made about the candidate. Please make sure 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). Unless otherwise directed by the hiring manager, allow the hiring manager to be the one to communicate directly with the candidates.

Additionally, you will note a feature that allows you to make comments on candidates. If your hiring manager invites you to use this feature, please make sure that you only write appropriate, factual notes, such as a candidates resume does not indicate they fulfill a particular minimum qualification.

← Account Executive - Lindon, Utah

 **Panda Bear**
 Applied on Jan 2, 2020 (13 days ago) · Already in BambooHR

Candidate Info | Notes | Emails (1)

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Panda Bear
HR Software Expert
 123 Main Street
 Lindon, UT 84042
 (123) 456-7890

SKILLS
 HR Software expert proficient in all things Applicant Tracking, Time-Off Tracking, HR Reporting, Electronic Signatures, Employee Self-Onboarding, Employee Database and Records, and Performance Management.

EXPERIENCE
BambooHR, Lindon - HR Software Expert
 2008 - PRESENT

- Extensive HR software knowledge
- Exceptional customer service
- Outstanding listener with superb problem-solving skills

★ ★ ★ ★ ★

Applied 13 days ago:

Desired Pay
10

Phone
854-875-9858

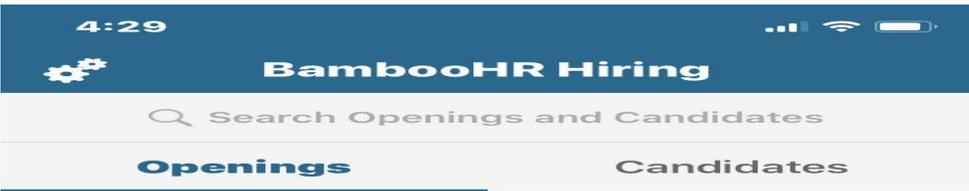
Email
smiller+panda@bamboohr.com

Address
600 North 400 East
Orem, UT 84057

 **BambooHR Hiring App** ×
 Review resumes, email candidates, and more with the BambooHR Hiring app.
 Get it free for [iOS](#) or [Android](#).

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.

 **Filter & Sort**