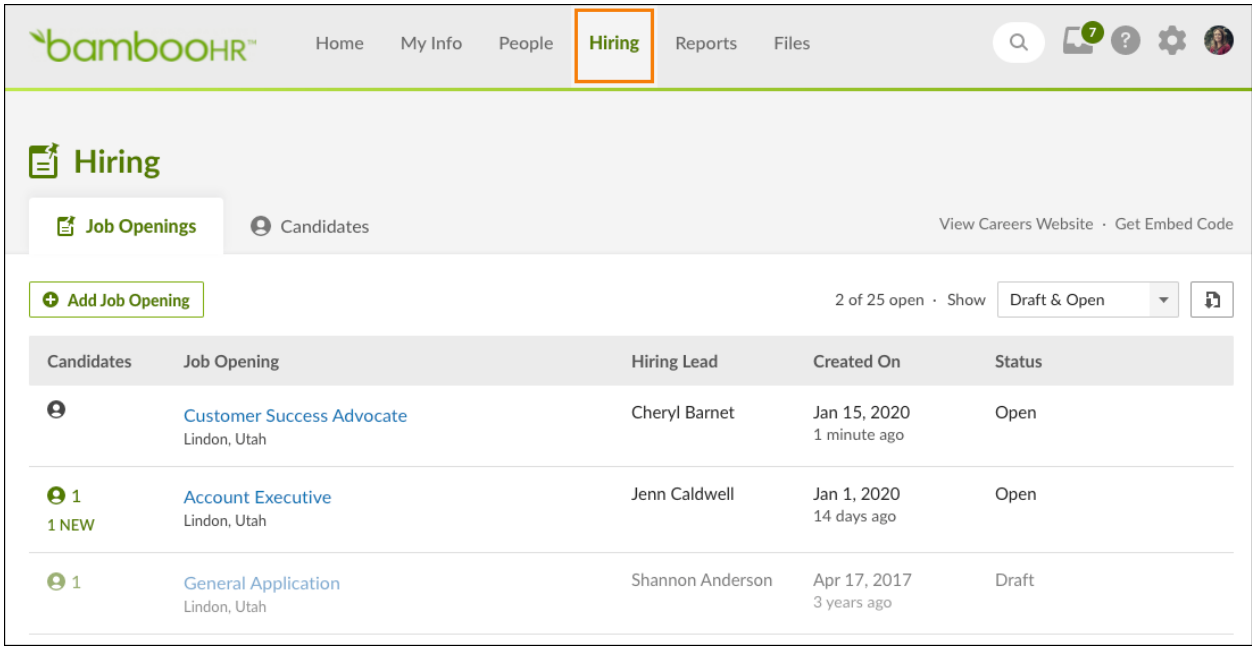
WHITMAN COLLEGE

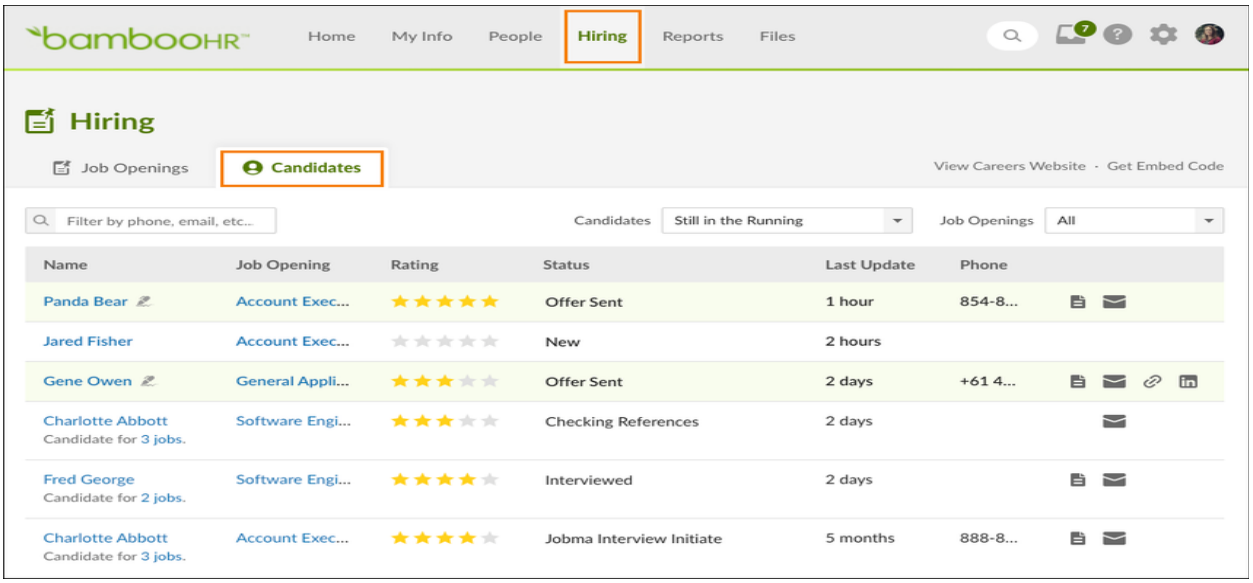
SEARCH COMMITTEE GUIDE TO BAMBOOHR APPLICANT TRACKING SYSTEM (ATS)

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.



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

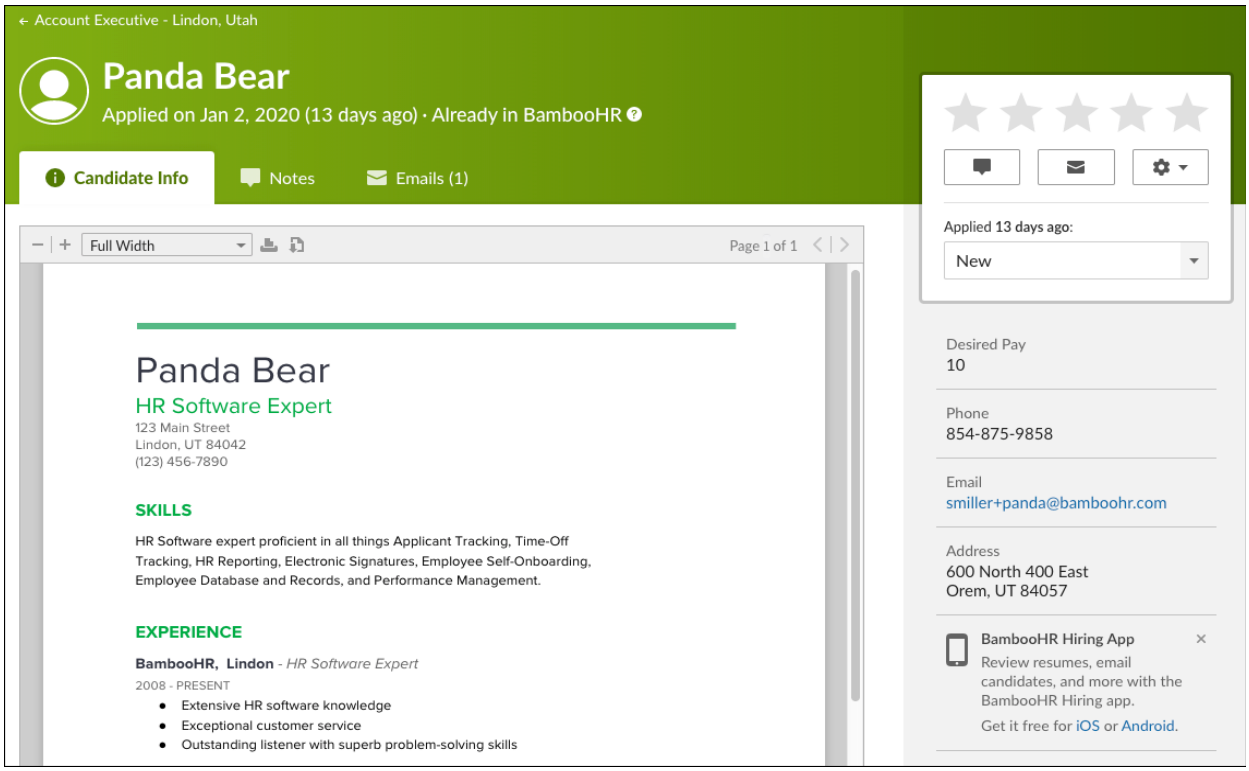


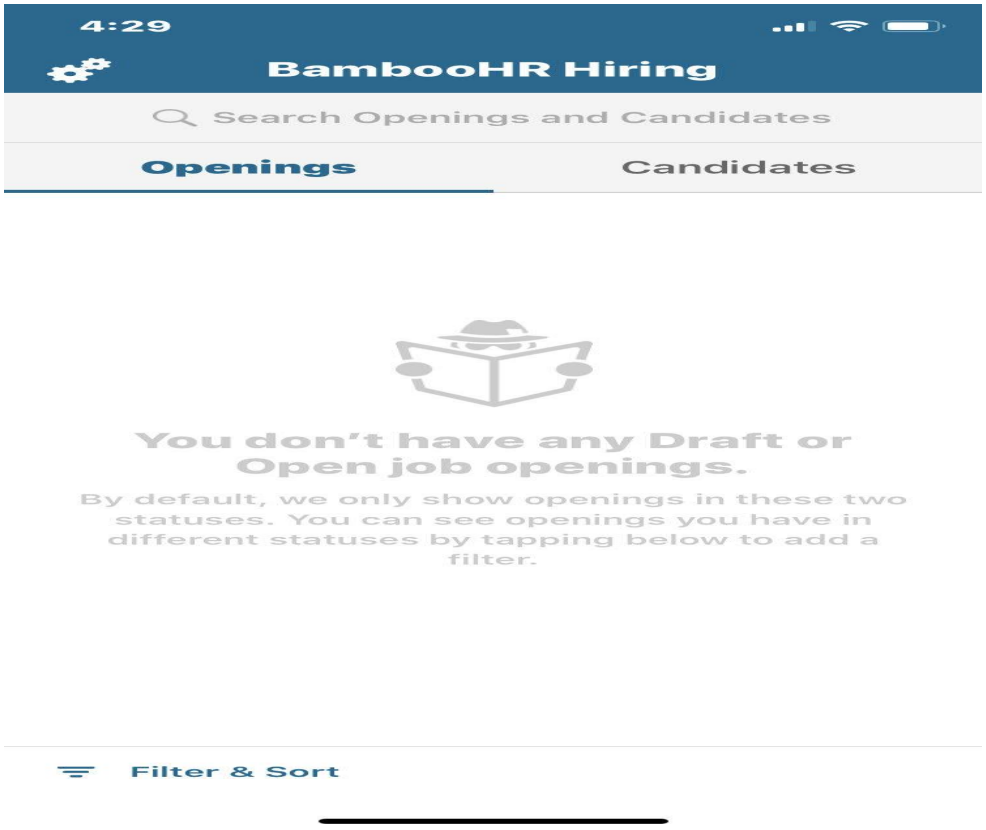
Applicant information

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 *Email*s 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.



Downloading the BambooHR Hire app

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