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.

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

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.

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 candidates resume does not indicate they fulfill a particular minimum qualification.

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)

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.

Downloading the BambooHR Hire app

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