

**HIRE** **RIGHT**<sup>®</sup>

# BambooHR – **HireRight** Integration

Demo Slides

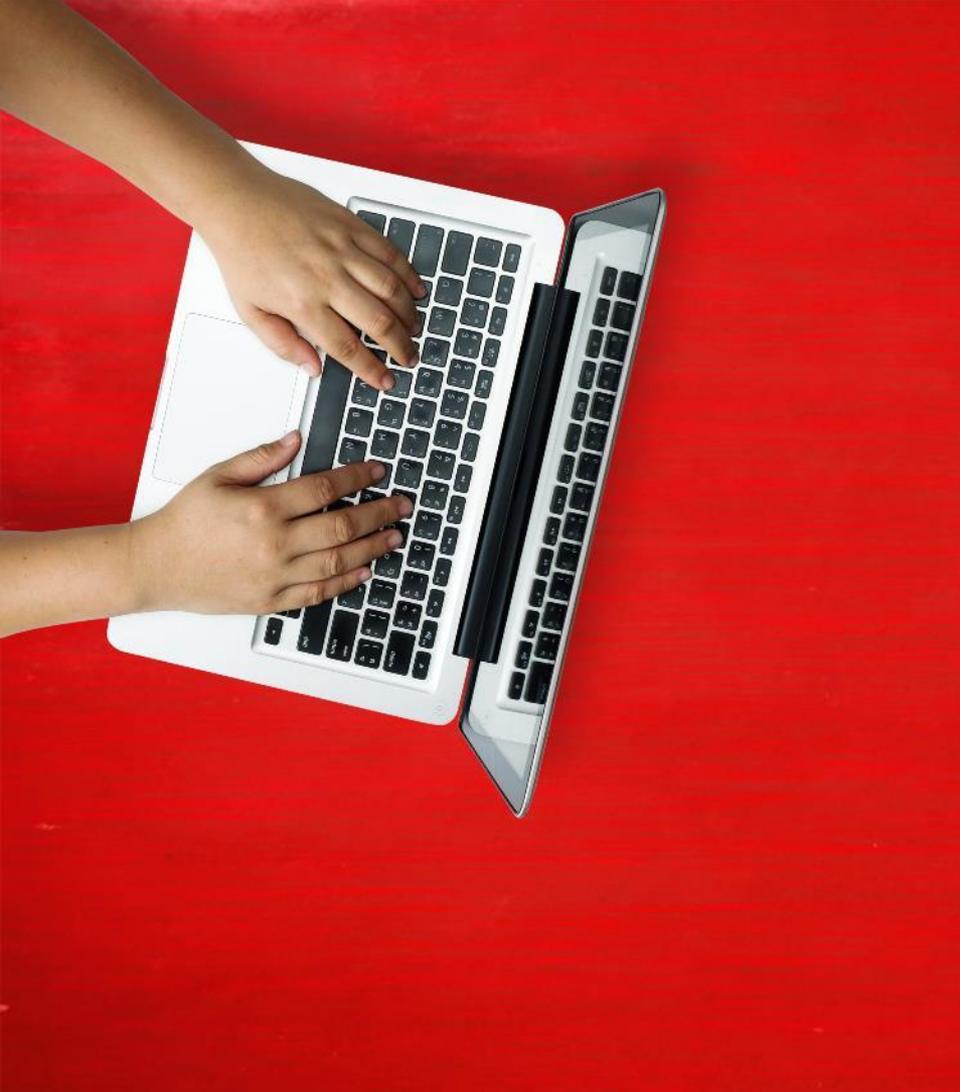
bambooHR™

MAY 2023



## **HireRight Legal Notice:**

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## **Initiate a New Background Check (BGC)**

# Initiate a New BGC

Once the applicant reaches the background check step in BambooHR, the integration is triggered by setting the status to **Background Check Initiate**

The screenshot displays the BambooHR interface for a candidate named John Doe. The top navigation bar includes 'Home', 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. The candidate's profile shows 'John Doe' added on Sep 23, 2021. A dropdown menu is open, showing various status options. A red arrow points to the 'Background Check Initiate' option, which is highlighted in green. The main content area shows a message: 'Well, this is awkward. There is no resume, cover letter, or references for John.' with an 'Add Info' button.

- Home
- My Info
- People
- Hiring
- Reports
- Files

COMPANY LOGO HERE

Lead QA specialist - Lindon, Utah

John Doe  
Added on Sep 23, 2021 (1 month ago)

Candidate Info | Notes (56) | Emails

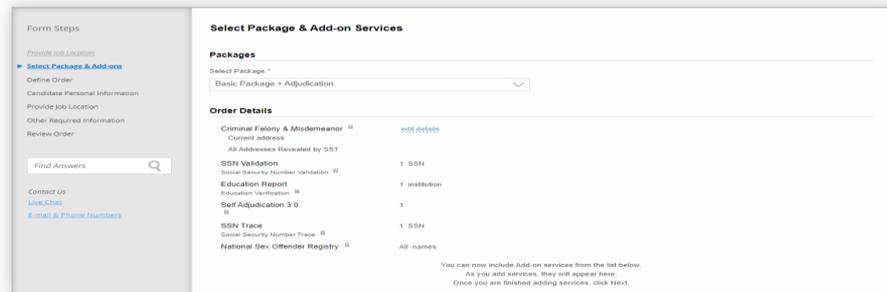
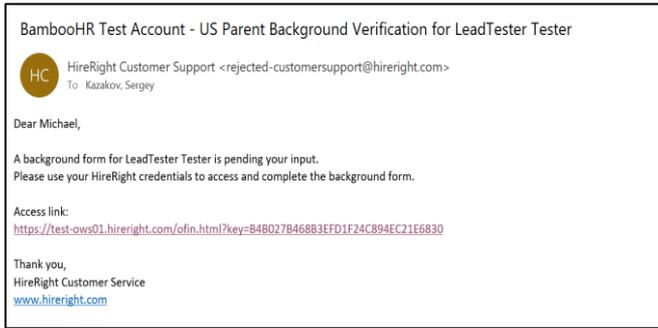
Well, this is awkward. There is no resume, cover letter, or references for John.

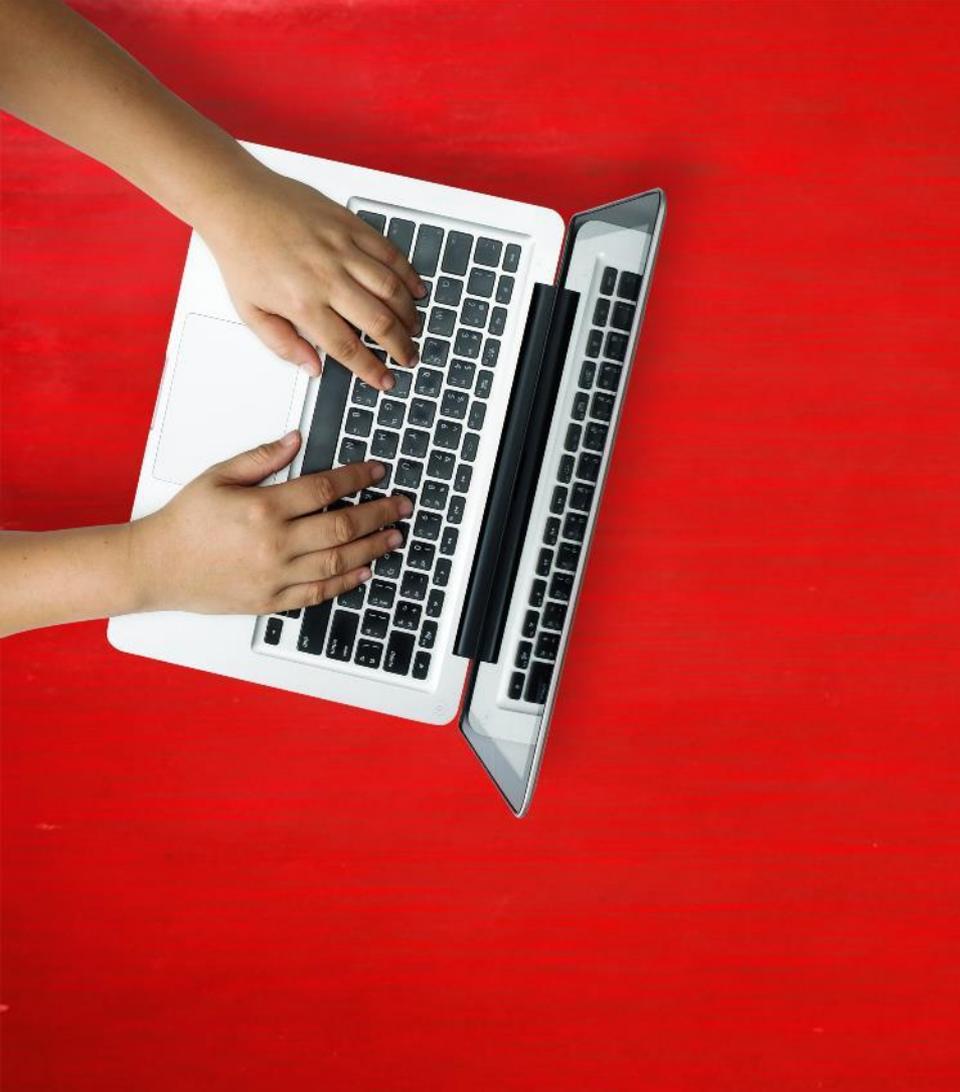
Add Info

Background Check Initiate

# Initiate a New BGC

Recruiter will receive an invitation email from **HireRight** to login into Screening Manager to select packages and submit the background check forms.





## **Check Background Check (BGC) Status**

# Check BGC Status

HireRight will push real time status updates to BambooHR which can be viewed on the Hiring tab and filtered by the relevant Status value

The screenshot shows the BambooHR interface for the 'Hiring' section. The top navigation bar includes 'Home', 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. The 'Hiring' tab is active, and a red arrow points to it. Below the navigation, there are tabs for 'Job Openings', 'Candidates', and 'Talent Pools'. A search bar is present with the text 'Search by phone, name, or email'. A table displays candidate information with columns for 'Candidate Info', 'Job Opening', and 'Status'. Two candidates are listed: 'TestDev TestDev' and 'Firsttestqa Lasttestqa'. A dropdown menu is open over the 'Status' column, showing a list of background check statuses. A red arrow points to the 'Background Check Initiate' option in the dropdown. The dropdown menu includes options such as 'Background Check Initiate', 'Background Check Pending Action', 'Background Check In Progress', 'Background Check Completed', 'Background Check Cancelled', 'Background Check Invite Expired', 'Background Check - Client Review Required', and 'Background Check - Does Not Meet Company Standards'.

Candidate Info	Job Opening	Status
TestDev TestDev New York, New York 4151111111	Software Engineer	Background Check Initiate Updated 1 month ago
Firsttestqa Lasttestqa Citytestqa 1234512345	Software Engineer Candidate for 4 jobs.	Background Check Initiate Updated 2 months ago

# Status Mapping

✓ **Real Time Status Updates**

✓ **Overall Status**

✓ **Adjudication Status**

✓ **Product-level Statuses**

HireRight Order Status	BambooHR Status
Pending Requester	Background Check Pending Action
Sent to Applicant	Background Check Pending Action
Pending Applicant	Background Check Pending Action
Invitation Cancelled	Background Check Cancelled
Order Stopped Processing	Background Check Cancelled
Invitation Expired	Background Check Invite Expired
Declined Consent	Background Check Cancelled
In Progress	Background Check In Progress
Completed (No Adjudication)	Background Check Completed

# Check BGC Status

## Background Check Completed

Background Check has been completed by HireRight and the order does not contain Adjudication

The screenshot shows the HireRight Hiring interface. At the top, there is a navigation bar with 'COMPANY LOGO HERE', 'Home', 'My Info', 'People', 'Hiring', 'Reports', and 'Files'. A search bar is on the right. Below the navigation bar, the 'Hiring' section is active, with tabs for 'Job Openings', 'Candidates', and 'Talent Pools'. A search bar is present with the text 'Search by phone, name, or email'. There are dropdown menus for 'Statuses' (set to 'Still in the Running') and 'Job Openings' (set to 'Draft & Open'). The main content is a table of candidates:

Candidate Info	Job Opening	Status	Rating	Last Email
<a href="#">John Doe</a> New York, New York 4151111111	<a href="#">Lead QA specialist</a>	Background Check Completed Updated 1 minute ago	★★★★★	
<a href="#">Mapping Testing</a> Citytestqa, Alaska 1234512345	<a href="#">General Application</a> Candidate for 4 jobs.	Background Check Pending A... Updated 14 days ago	★★★★★	
<a href="#">testqa2 testqa2</a> testqa, Delaware 1234512345	<a href="#">New Test Job</a> Candidate for 4 jobs.	Background Check Pending A... Updated 1 month ago	★★★★★	
<a href="#">testqa testqa</a> testqa, Alabama 1234512345	<a href="#">General Application</a> Candidate for 4 jobs.	Background Check Pending A... Updated 1 month ago	★★★★★	

A red arrow points to the 'Background Check Completed' status in the first row.

# Check BGC Status

HireRight will push the Overall Order Adjudication status each time an adjudication status is updated.

The screenshot shows the HireRight Hiring interface. At the top, there are tabs for 'Job Openings', 'Candidates', and 'Talent Pools'. A search bar is present with the text 'Search by phone, name, or email'. Below the search bar, there is a table with columns: 'Candidate Info', 'Job Opening', 'Status', 'Rating', and 'Last Email'. The first row shows candidate 'John Doe' with job opening 'Lead QA specialist'. The status is 'Background Check Completed - Client...' with a rating of five stars and 'Updated 1 hour ago'. A red arrow points to the status field.

Candidate Info	Job Opening	Status	Rating	Last Email
John Doe New York, New York 4151111111	Lead QA specialist	Background Check Completed - Client... Updated 1 hour ago	★★★★★	

The screenshot shows the HireRight Hiring interface. At the top, there are tabs for 'Job Openings', 'Candidates', and 'Talent Pools'. A search bar is present with the text 'Search by phone, name, or email'. Below the search bar, there is a table with columns: 'Candidate Info', 'Job Opening', 'Status', 'Rating', and 'Last Email'. The first row shows candidate 'Max Max' with job opening 'General Application'. The status is 'Background Check Completed - Does ...' with a rating of five stars and 'Updated 7 days ago'. A red arrow points to the status field.

Candidate Info	Job Opening	Status	Rating	Last Email
Max Max	General Application	Background Check Completed - Does ... Updated 7 days ago	★★★★★	

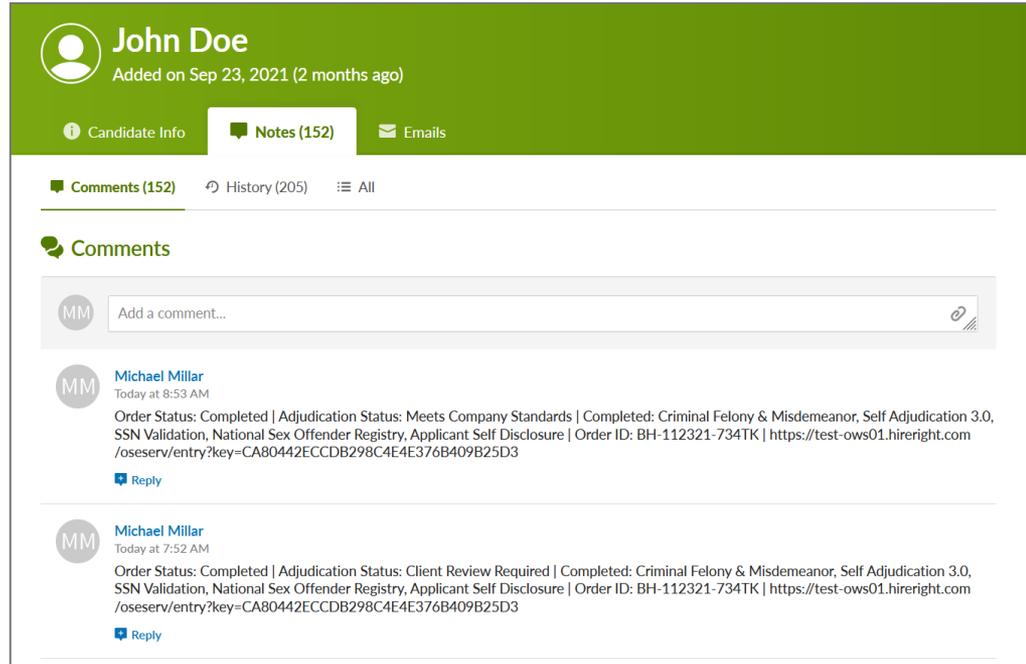
The screenshot shows the HireRight Hiring interface. At the top, there are tabs for 'Job Openings', 'Candidates', and 'Talent Pools'. A search bar is present with the text 'Search by phone, name, or email'. Below the search bar, there is a table with columns: 'Candidate Info', 'Job Opening', 'Status', 'Rating', and 'Last Email'. The first row shows candidate 'John Doe' with job opening 'Lead QA specialist'. The status is 'Background Check Completed - Meets...' with a rating of five stars and 'Updated Just now'. A red arrow points to the status field.

Candidate Info	Job Opening	Status	Rating	Last Email
John Doe New York, New York 4151111111	Lead QA specialist	Background Check Completed - Meets... Updated Just now	★★★★★	

# Check BGC Status

HireRight will also push real time Comments to BambooHR for each status push. The Comments will contain more details of the order's status, including:

- Order Status
- Adjudication Status
- Product Level Statuses
- Request ID
- Report URL



The screenshot displays a candidate profile for John Doe, added on Sep 23, 2021 (2 months ago). The profile includes tabs for Candidate Info, Notes (152), and Emails. The 'Comments' section is active, showing two comments from Michael Millar. Each comment provides detailed status information, including Order Status, Adjudication Status, and a link to the order's details page.

**John Doe**  
Added on Sep 23, 2021 (2 months ago)

**Comments (152)** | History (205) | All

**Comments**

**Michael Millar**  
Today at 8:53 AM  
Order Status: Completed | Adjudication Status: Meets Company Standards | Completed: Criminal Felony & Misdemeanor, Self Adjudication 3.0, SSN Validation, National Sex Offender Registry, Applicant Self Disclosure | Order ID: BH-112321-734TK | <https://test-ows01.hireright.com/oseserv/entry?key=CA80442ECCDB298C4E4E376B409B25D3>

**Michael Millar**  
Today at 7:52 AM  
Order Status: Completed | Adjudication Status: Client Review Required | Completed: Criminal Felony & Misdemeanor, Self Adjudication 3.0, SSN Validation, National Sex Offender Registry, Applicant Self Disclosure | Order ID: BH-112321-734TK | <https://test-ows01.hireright.com/oseserv/entry?key=CA80442ECCDB298C4E4E376B409B25D3>

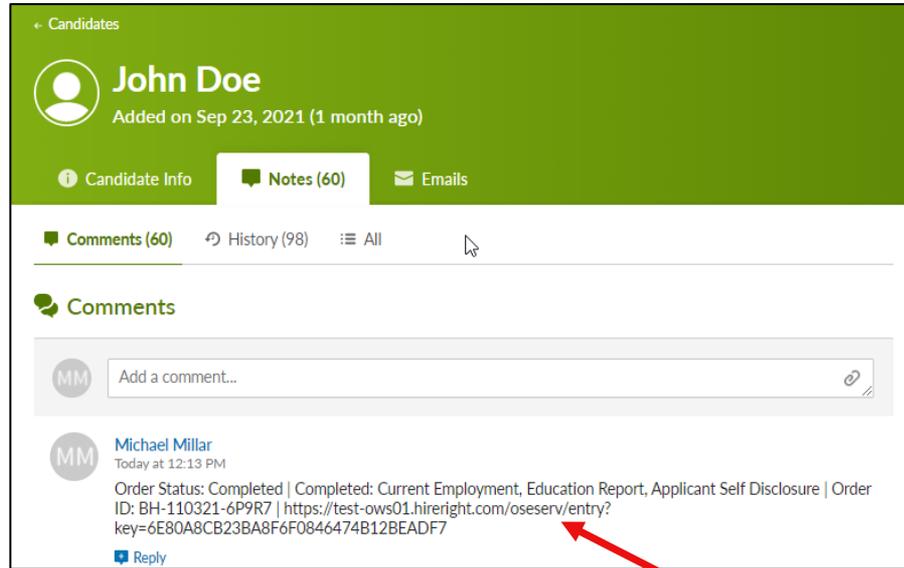


# **Access Background Check (BGC) Report**

# Access BGC Report

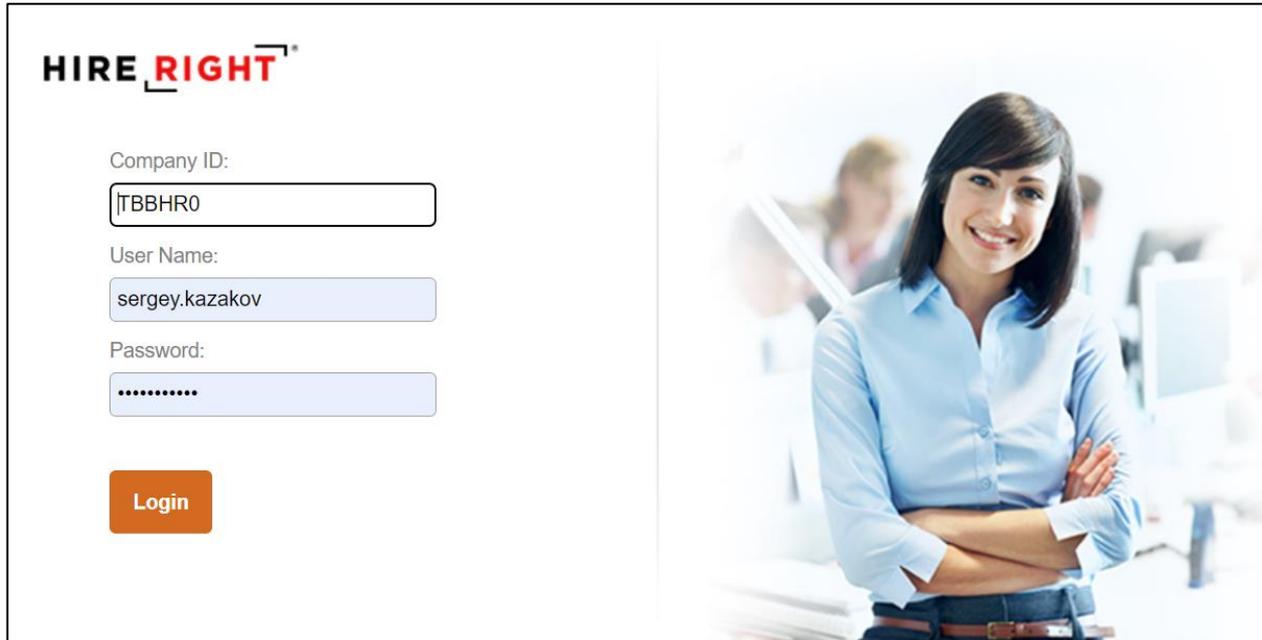
1) Once the recruiter completes the report submission, **HireRight** will push a Comment to **BambooHR** containing the report's unique URL

- This URL is a static URL and not Single Sign On
- User will need to copy URL provided in Notes section and paste it to the URL browser field.



# Access BGC Report

2) User will login with their Company ID, User Name and Password



The image shows a screenshot of the HireRight login interface on the left and a photograph of a smiling woman in a light blue shirt with her arms crossed in an office setting on the right.

**HIRE RIGHT**

Company ID:

User Name:

Password:

**Login**

# Access BGC Report

## 3) The Enhanced Report is opened

### Notes:

- Including the report summary, report details, change tracker, and more
- As well as the options to adjudicate, live chat, extend, print, and more

HIRE RIGHT

- Alerts
- Announcement
- Recently Viewed Items

DHS Manager

My Collection Sites

Employment Screening

Management Reports

Price List

Billing

Account Setup

Forms & Documents

Guidelines



E.g. Joe, Jo%, ab-1234567cd

Kari Talmadge, Beach Parent Test Company, LLC | [Sign Out](#)  
Data Location: United States

Screening Manager Sarah Adams - HA... x

Re-Assign Print/Download Note Letters Live Help Extend Refresh

Report Summary Report Details History Documents Applicant Data

### Sarah Anne Adams

Request Number: HA-051622-2Q7ME  
Requested By: Kari Talmadge  
Submitted: May 16, 2022  
Completed:  
Package: Sample Pre-Employment Screening Package

SSN/National ID:  
Date of Birth: \*\*/\*\*/\*\*\*\*  
Status: Submitted

Products	Verification Sources	Search Results	Date Completed	Reviewer's comments
Widescreen Plus National Crimi...	Widescreen Plus Natio...	Pending	May 16, 2022 8:59 AM P...	<a href="#">Add/Edit Comments</a>
Education Report	University of Southern ...	Closed	May 16, 2022 8:59 AM P...	<a href="#">Add/Edit Comments</a>
Prohibited Parties	Prohibited Parties	Closed	May 16, 2022 8:59 AM P...	<a href="#">Add/Edit Comments</a>
Employment Report	BCD Company	Closed - Not Verified per Guidelines	May 16, 2022 8:59 AM P...	<a href="#">Add/Edit Comments</a>