HIRE RIGHT®

BambooHR – HireRight Integration

Demo Slides

bambooHR™

MAY 2023

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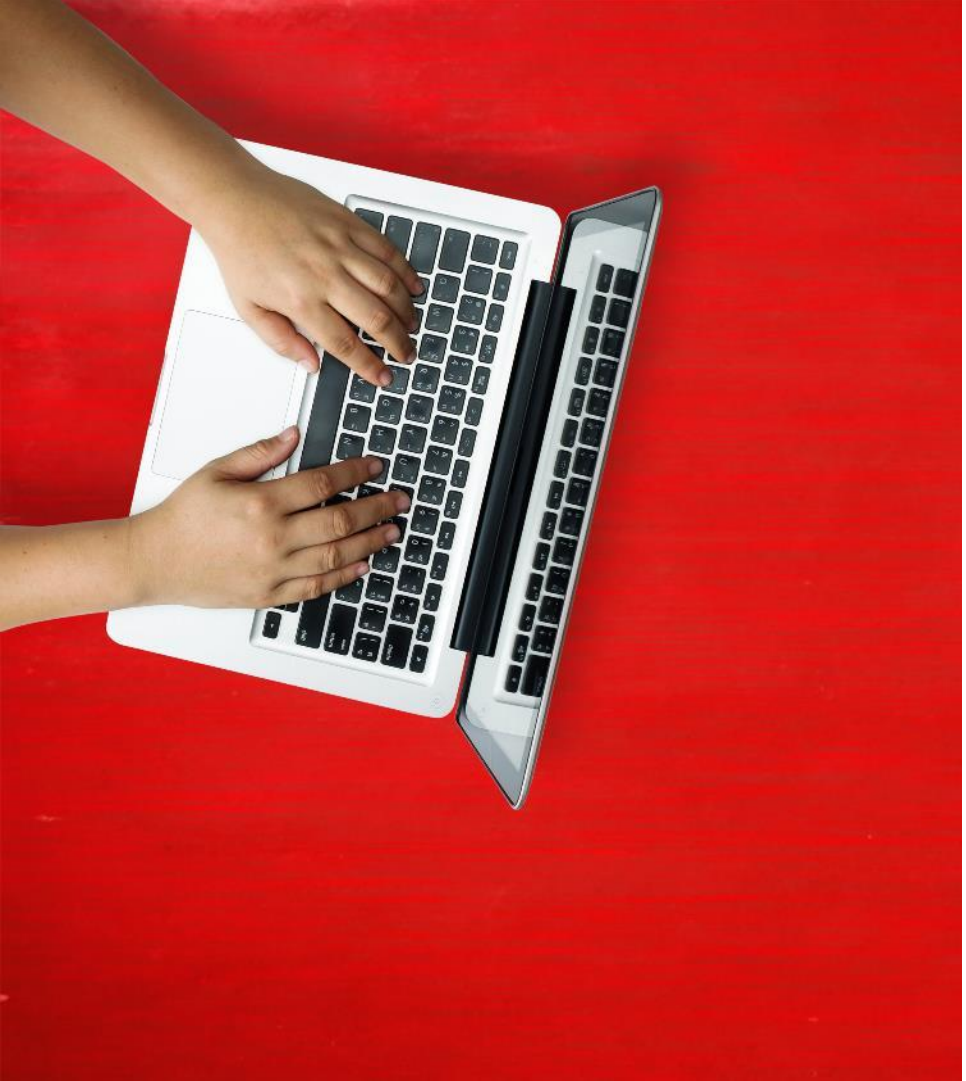
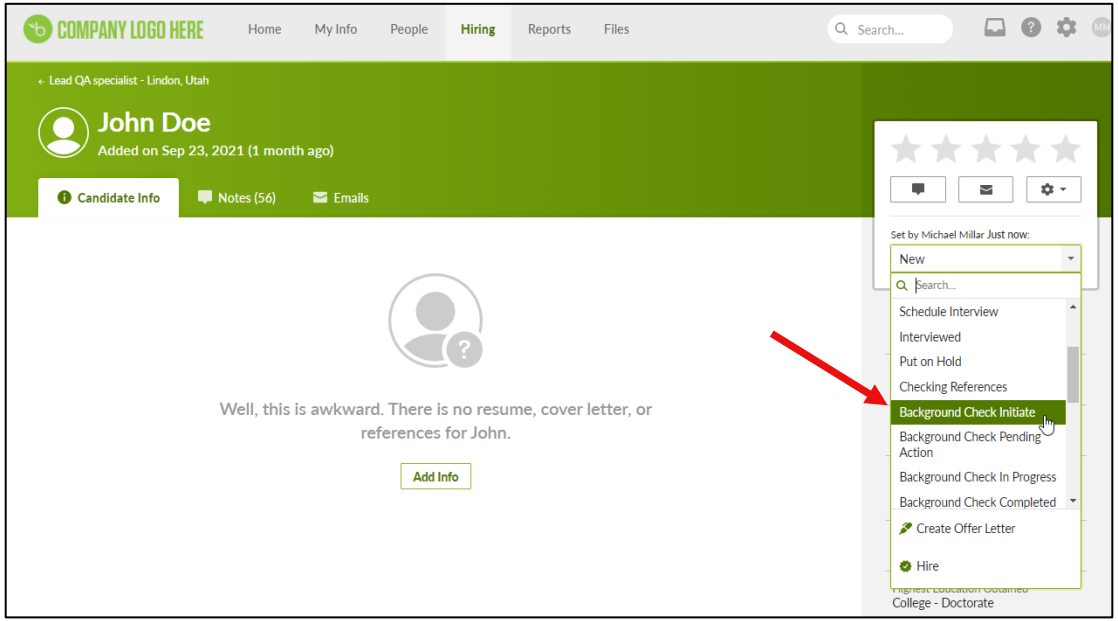


Initiate a New Background Check (BGC)

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



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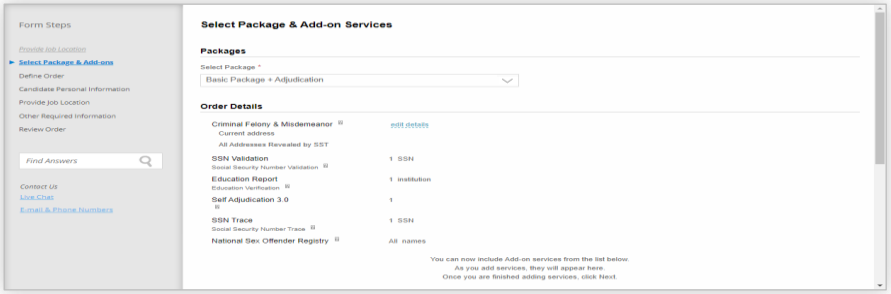
Initiate a New BGC

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



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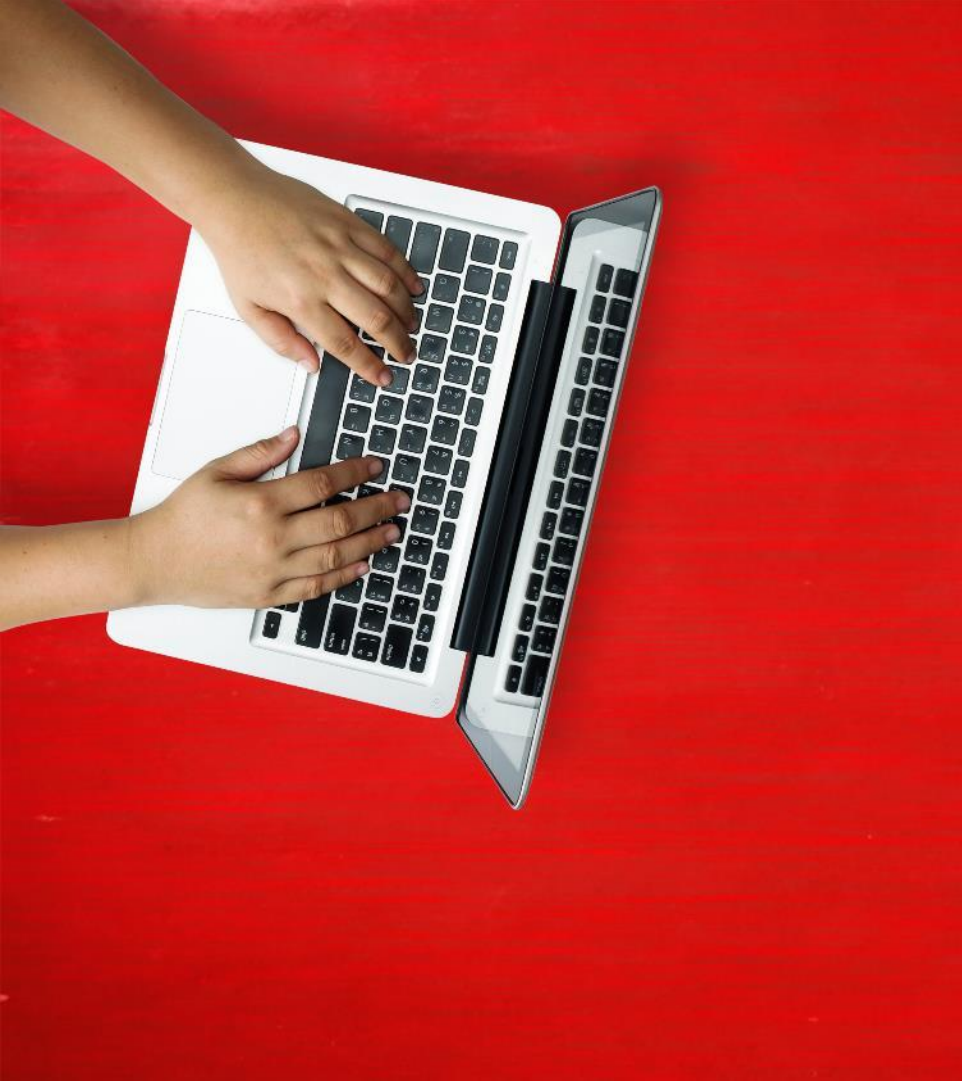
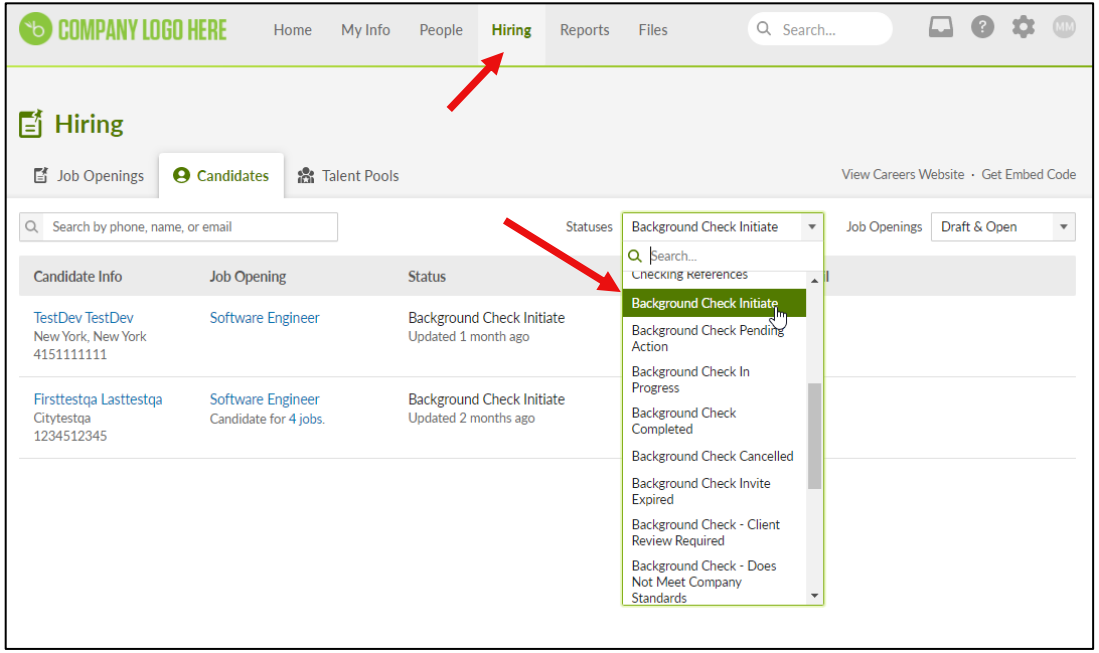


Check Background Check (BGC) Status

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



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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

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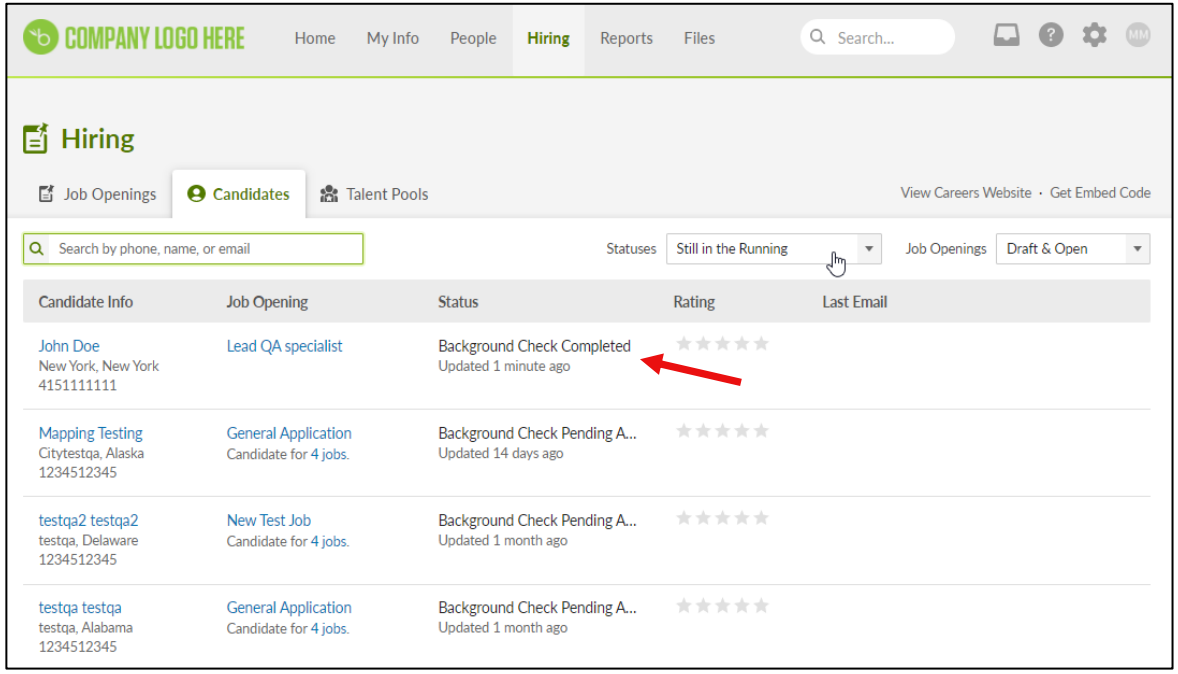
Check BGC Status

Background Check Completed

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



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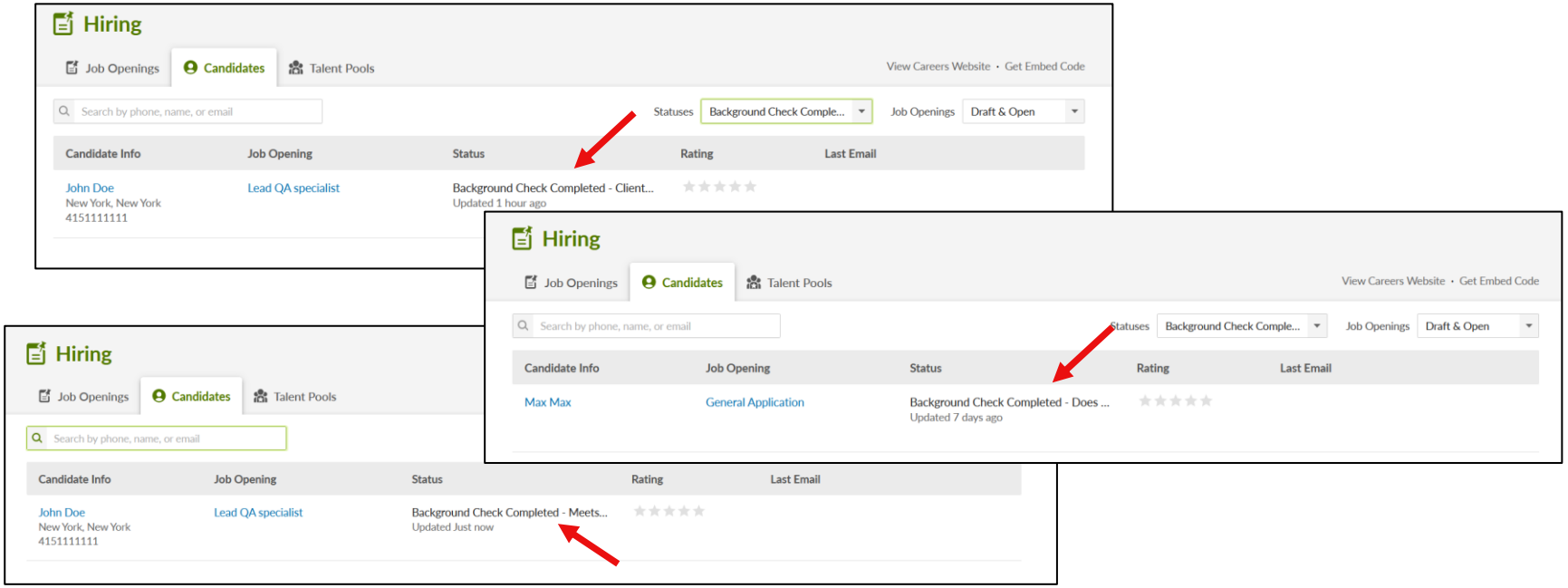
Check BGC Status

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



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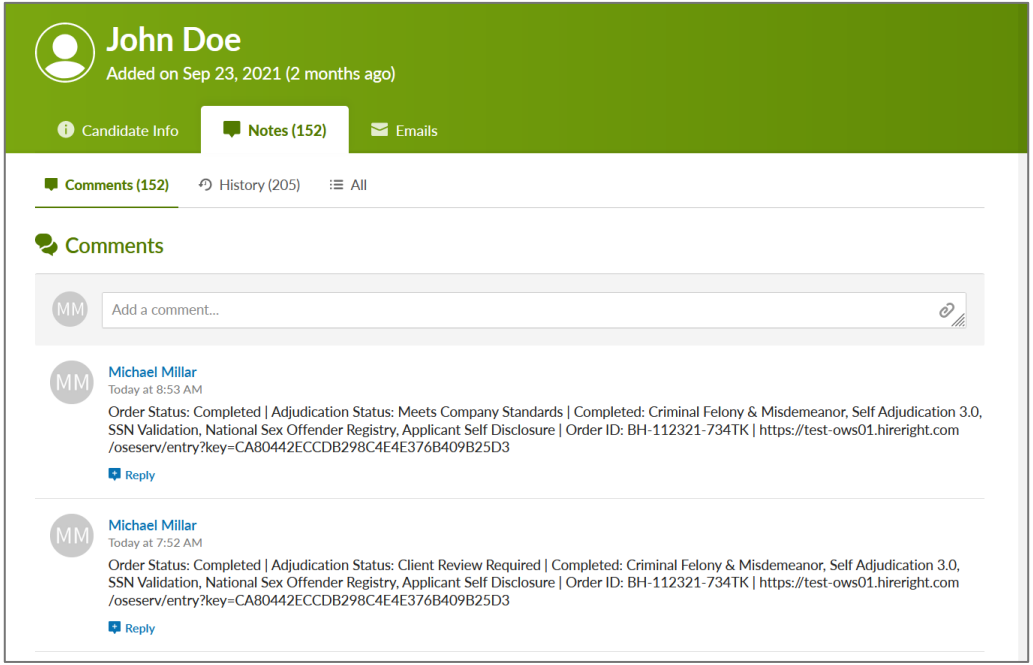
Check BGC Status

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



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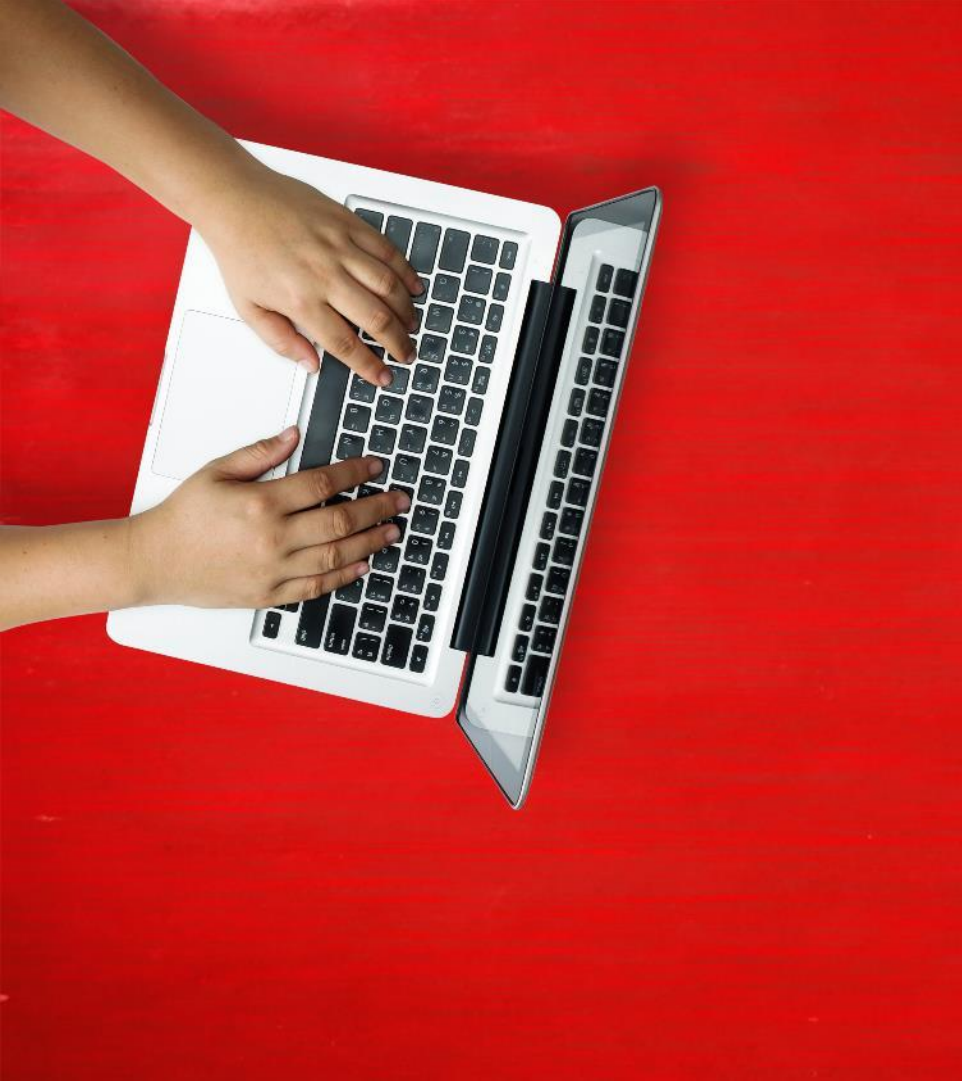
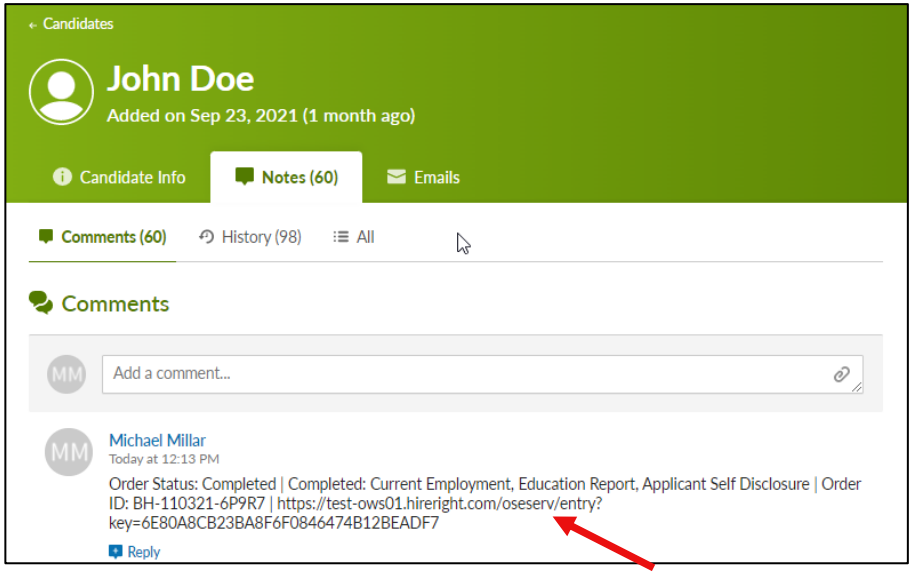


Access Background Check (BGC) Report

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.



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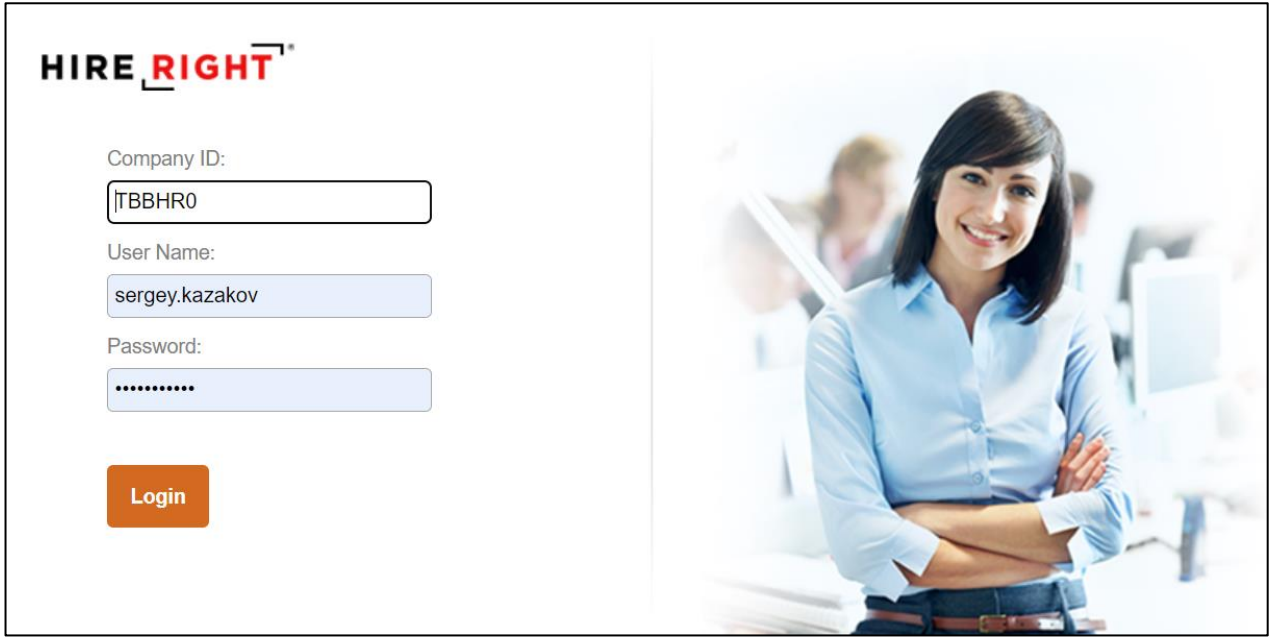
Access BGC Report

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



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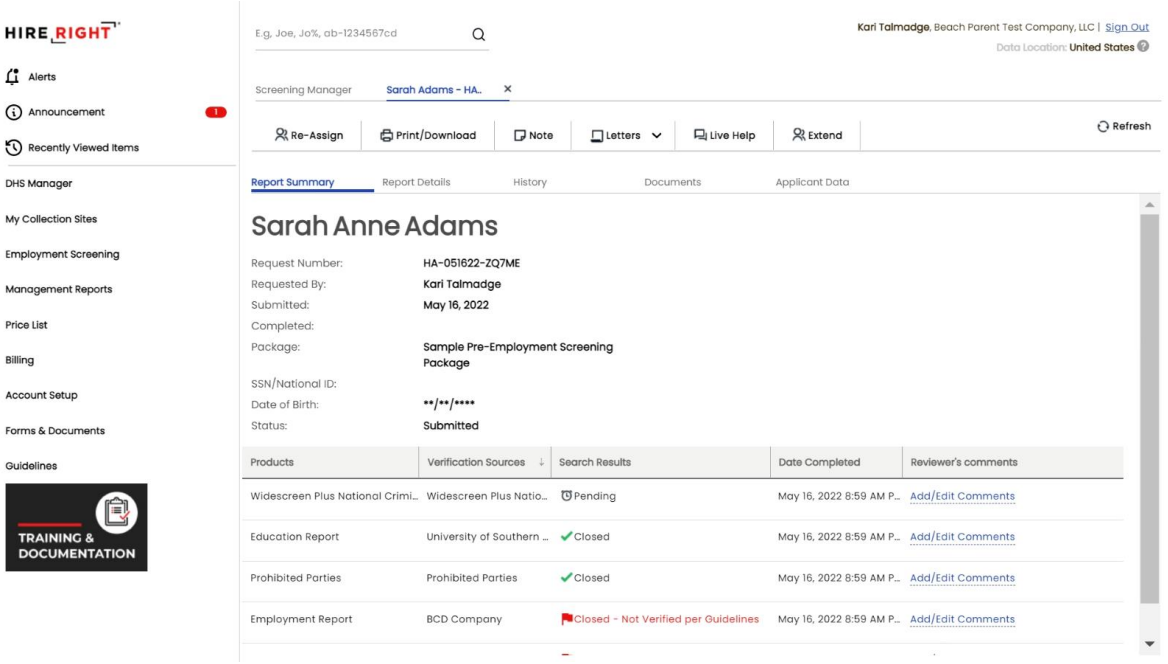
Access BGC Report

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



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