



# BambooHR / HireRight Integration Configuration Settings Guide



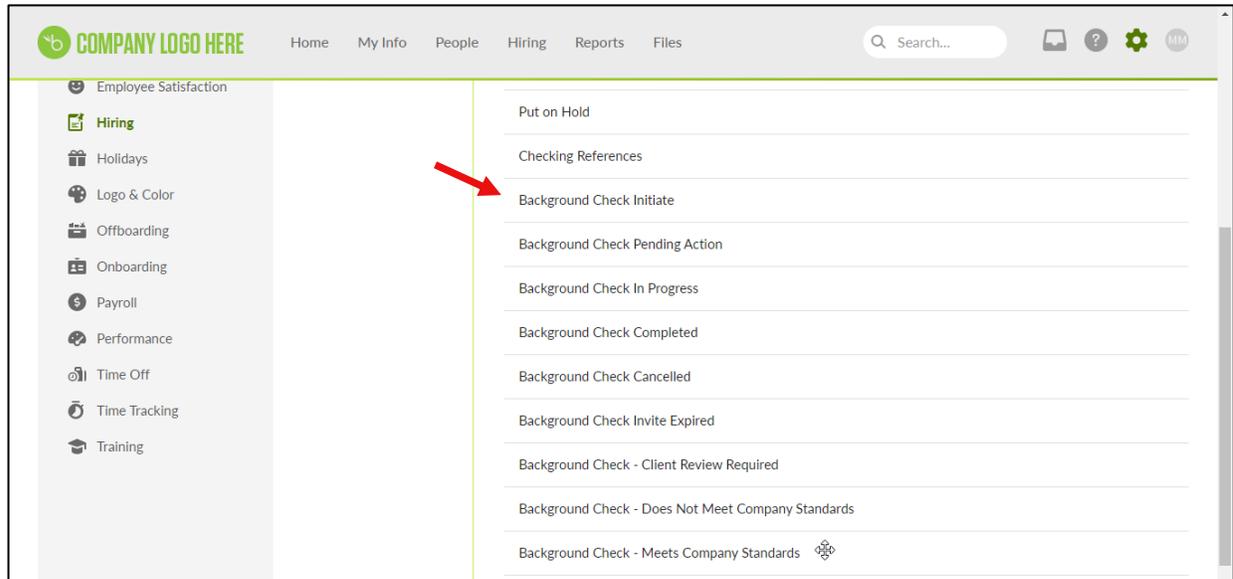
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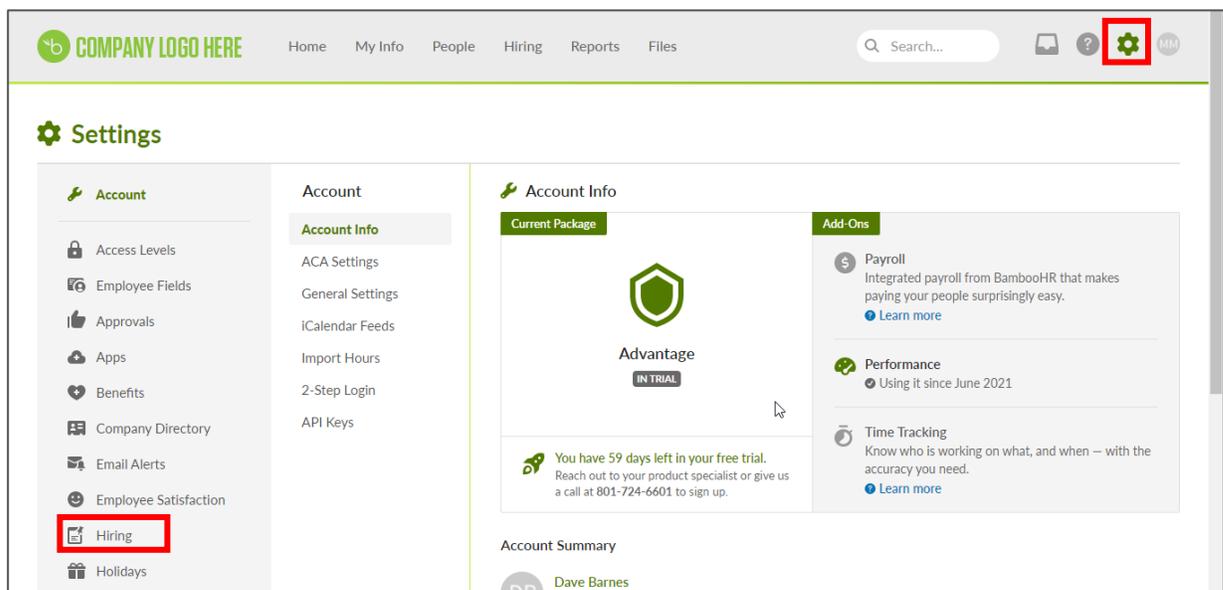
**Pre-requisites:** Customer must have an active HireRight account. Existing HireRight clients can contact the HireRight Client Engagement Team at [clientengagementteam@hireright.com](mailto:clientengagementteam@hireright.com) to request the integration set up. Customers will need to execute a Modification of Services (MOD) with HireRight.

## Set up in BambooHR

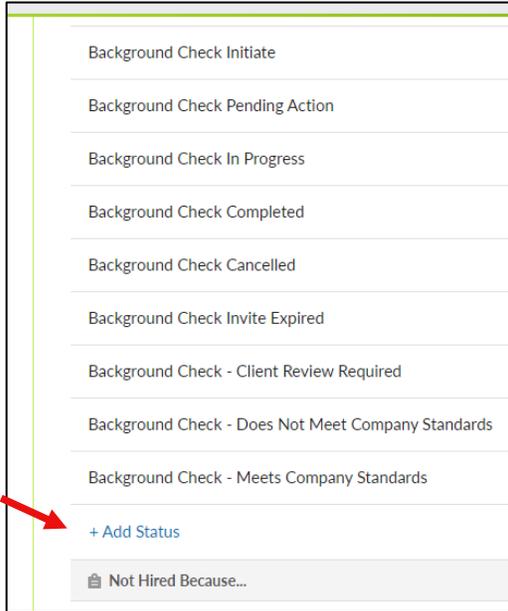
1. Customer will configure their BambooHR environment with the appropriate HireRight Background Check Candidate Statuses



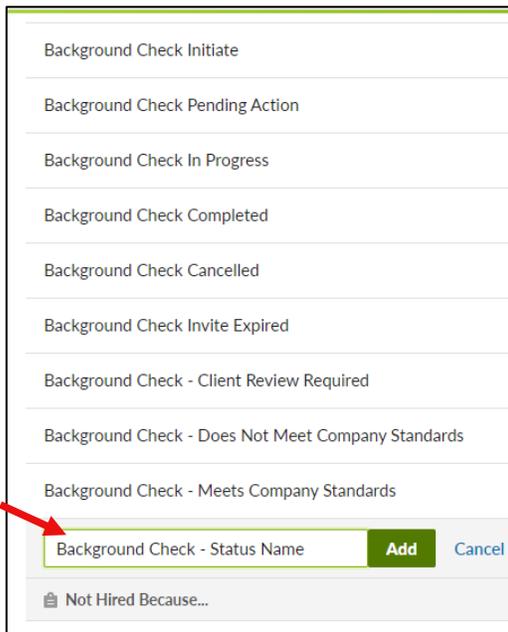
2. Within BambooHR user navigates to **Settings** and then **Hiring**



### 3. User clicks Add Status button



### 4. User inputs the provided HireRight background Check Statuses and clicks **Add** button





5. The following 9 statuses will be configured by the customer in BambooHR during implementation.

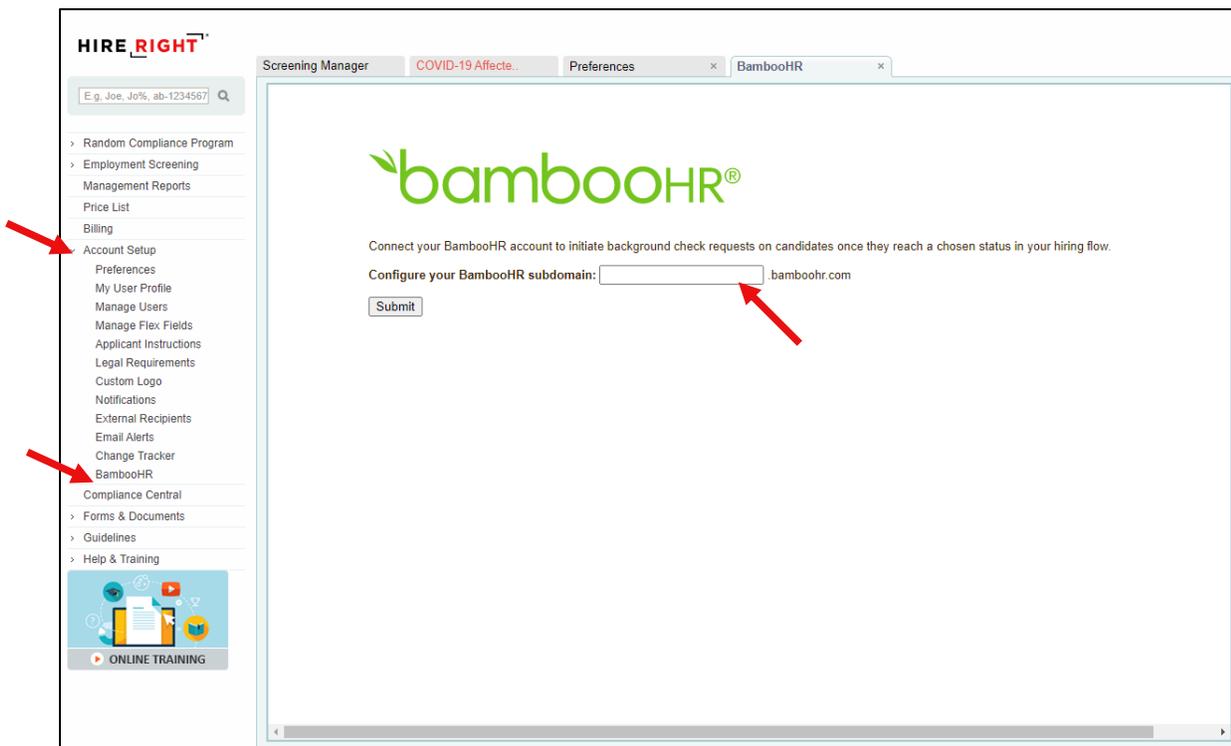
**NOTE:** These values must be configured exactly as stated in the list otherwise activation will fail

BambooHR Status
Background Check Initiate
Background Check Pending Action
Background Check In Progress
Background Check Completed
Background Check Cancelled
Background Check Invite Expired
Background Check Completed - Meets Company Standards
Background Check Completed - Client Review Required
Background Check Completed - Does Not Meet Company Standards

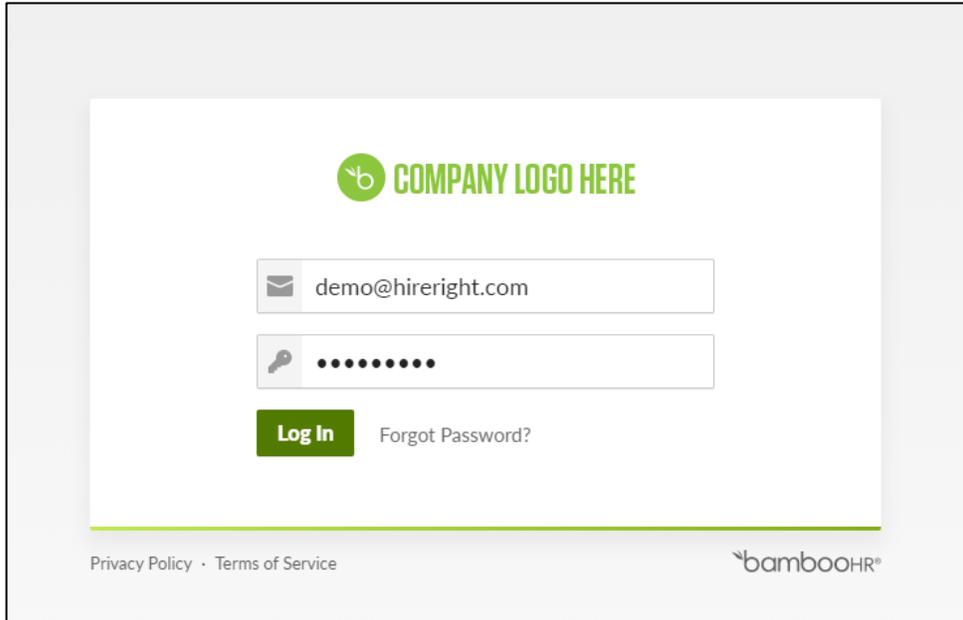
## Activate the Integration

**Pre-requisites:** Customer must have an active HireRight account. HireRight Technical Consultant has granted authorized customer Super User **BambooHR** account set up permission.

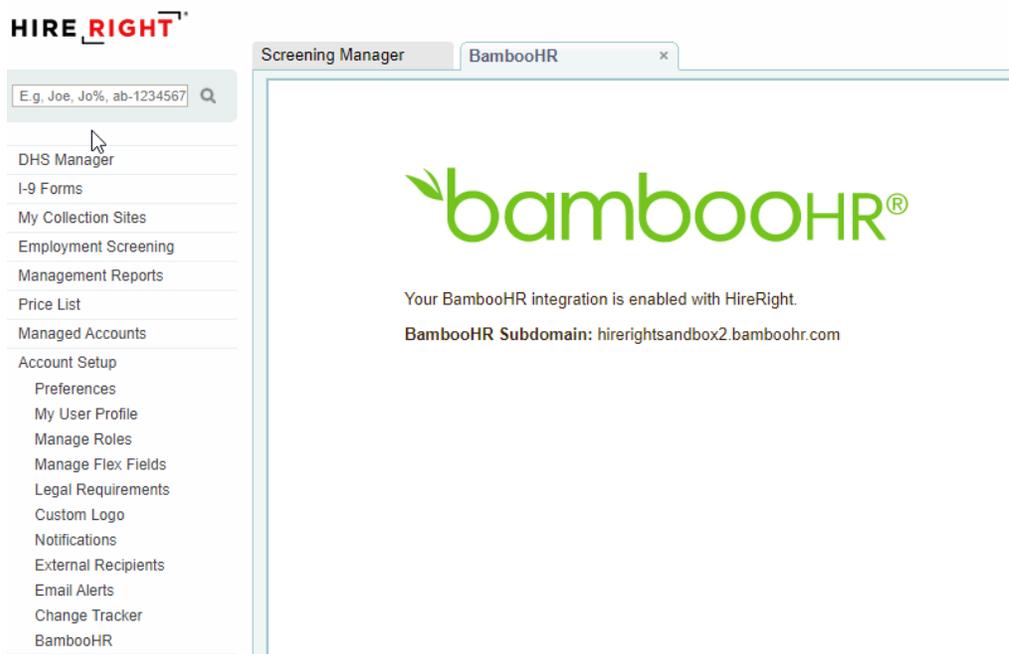
1. Within **HireRight**, Super User navigates to **Account Setup** and then **BambooHR**
2. User inputs their **BambooHR** Subdomain and clicks **Submit**



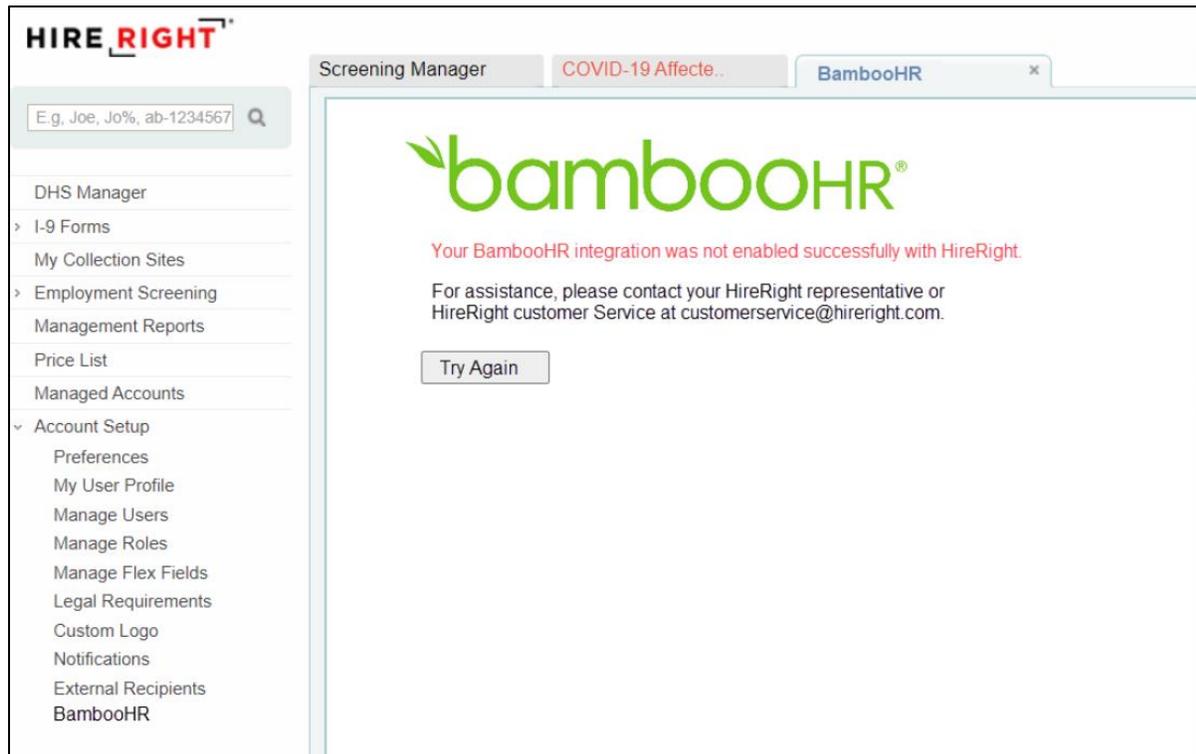
3. User will be redirected to the **BambooHR** login page and will login to their **BambooHR** account



4. Upon successful authentication the following screen is displayed showing that the integration is active.



If the integration fails to be activated successfully the following screen will be displayed allowing the user to Try Again



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