HIRE **RIGHT**^{*}

BambooHR / HireRight Integration Configuration Settings Guide

*bamboohr®

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

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Set up in BambooHR

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

ocompany logo here	Home My Info	People	Hiring Reports Files Q Search
Employee Satisfaction			
📑 Hiring			Put on Hold
Holidays			Checking References
🛞 Logo & Color			Background Check Initiate
Offboarding			Background Check Pending Action
Conboarding			
S Payroll			Background Check In Progress
Performance			Background Check Completed
🔊 Time Off			Background Check Cancelled
Time Tracking			Background Check Invite Expired
Training			Pockground Check - Client Paview Dequired
			Background Check - Does Not Meet Company Standards
			Background Check - Meets Company Standards 🛞

2. Within BambooHR user navigates to Settings and then Hiring

COMPANY LOGO HERE	Home My Info Pe	eople Hiring Reports Files	Q Search
Settings	Account	Account Info	
	Account Info	Current Package	Add-Ons
Access Levels	ACA Settings		s Payroll
Employee Fields	General Settings		 Integrated payroll from BambooHR that makes paying your people surprisingly easy.
I Approvals	iCalendar Feeds		Learn more
Apps	Import Hours	Advantage	Performance
Benefits	2-Step Login	(IN TRIAL)	 Using it since June 2021
Company Directory	API Keys	₹J	Time Tracking
Email Alerts		You have 59 days left in your free trial.	Know who is working on what, and when – with the accuracy you need.
Employee Satisfaction		a call at 801-724-6601 to sign up.	Learn more
📑 Hiring		Account Summany	
Holidays		Dave Barnes	

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3. User clicks Add Status button



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



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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

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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

	Screening Manager COVID-19 Affecte Preferences × BambooHR ×
E.g, Joe, Jo%, ab-1234567 Q	
Random Compliance Program	
Employment Screening	
Management Reports	
Price List	
Billing	
Account Setup	Connect your BambooHR account to initiate background check requests on candidates once they reach a chosen status in your hiring flow.
Preferences	Configure your BambooHR subdomain: .bamboohr.com
My User Profile	
Manage Users	Submit
Manage Flex Fields	
Applicant Instructions	•
Legal Requirements	
Notifications	
External Recipients	
Email Alerts	
Change Tracker	
BambooHR	
Compliance Central	
Forms & Documents	
Guidelines	
Help & Training	
ONLINE TRAINING	

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

COMPANY LOGO HERE	
demo@hireright.com	
₽	
Log In Forgot Password?	

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



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



Have Questions? We Have Answers.

<u>Contact Us</u> or connect with us through Live Help.

<u>Check out our Available Training</u> and register for a session.

Explore Our Resource Library

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