

VidCruiter | BambooHR

Integration Setup Guide

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1. Overview

Use this guide to connect BambooHR to VidCruiter, configure positions, and manage the flow of applicant data in both directions.



Target Audience

- VidCruiter / BambooHR Implementation Teams and Technical Configurators — people responsible for connecting BambooHR and VidCruiter and configuring positions and templates on behalf of clients.
- Client-Side HR Administrators — specifically someone with access to BambooHR as an Admin user and someone with VidCruiter Admin privileges.

How It Works

The integration operates in two directions:

- Import: BambooHR sends applicant data to VidCruiter via People Import. When a new applicant is added or updated in BambooHR, they are automatically pushed into the configured VidCruiter position.
- Export: When a recruiter task action is triggered in VidCruiter, the candidate's shareable profile (VidCruiter URL) is pushed back to the corresponding applicant record in BambooHR.

Key Capabilities

Capability	Description
Automatic applicant import	Applicants are pushed into VidCruiter from BambooHR via import. No manual intervention required.
Pre-mapped field mapping	First Name, Last Name, and Email are automatically mapped to BambooHR fields and cannot be changed.
Shareable profile export	The candidate's VidCruiter URL is exported back to the corresponding BambooHR employee record under notes.
OAuth 2.0 authentication	Secure, token-based connectivity replaces the legacy API key and subdomain method.
Per-position configuration	BambooHR must be added individually to each position, allowing full control over which positions use the integration.

Status Change

The applicant's status can be changed in BambooHR via VidCruiter export actions

Limitations

- Additional import or export field mappings cannot be added beyond the defaults.
- Default field mappings cannot be removed.

Contact Information

For questions, contact integrations@vidcruiter.com.

Revision History

Date	Description
04/16/2026	First document release.
06/19/2026	Revisions added

2. Connection Setup

Connect VidCruiter to BambooHR using the BambooHR subdomain.

Note: All existing BambooHR connections are disconnected as part of the OAuth 2.0 rollout. Administrators need to reconnect using the new OAuth flow described below.

Connecting to BambooHR

Follow these steps to connect your company account:

1	Open Integrations	Navigate to Company Admin > Integrations tab.
2	Select BambooHR	Select BambooHR from the left sidebar.
3	Connect	Enter the Subdomain collected from BambooHR. Click the Connect button.
4	Authorize	You are redirected to BambooHR. Log in if prompted and click Authorize to grant VidCruiter access.
5	Confirm	After authorizing, you are redirected back to VidCruiter. The status updates to Connected.

Info: The BambooHR integration is only visible in environments and regions configured to support OAuth. If you do not see BambooHR in your integrations list, contact your VidCruiter administrator.

The screenshot shows the 'Company Admin' interface with the 'Integrations' tab selected. On the left sidebar, 'BambooHR' is highlighted. The main content area shows the 'BambooHR' integration details. The status is 'Disconnected'. There is a text input field for the 'BambooHR Subdomain' and a 'Connect to BambooHR' button.

Disconnecting from BambooHR

To disconnect the integration:

1	Open Integrations	Navigate to Company Admin > Integrations > BambooHR.
2	Disconnect	Click Disconnect from BambooHR.
3	Confirm	All stored OAuth tokens are cleared, and the status reverts to Disconnected.

Note: Disconnecting removes all company-level BambooHR configuration. Any positions using the integration can no longer import or export data until the connection is re-established.

3. Admin Setup

After the OAuth connection is established, no additional company-level configuration is required. The integration enables automatically for use across your VidCruiter positions once the connection status shows Connected.

Verifying Connection Status

Confirm the integration is active by visiting Company Admin > Integrations > BambooHR. The status indicator displays one of the following:

Status	Description
Connected	OAuth tokens are valid. The integration is active and ready for use.
Disconnected	No active connection. Click Connect to BambooHR to re-establish the integration.

OAuth Token Management

VidCruiter automatically manages OAuth tokens for BambooHR. Access tokens are refreshed automatically when they expire. If a token refresh fails, the integration disconnects automatically. Administrators need to reconnect using the steps in Section 2.

4. Position Setup

Add BambooHR individually to each position where you want to use the integration. This gives full control over which positions receive applicants from BambooHR.

Adding BambooHR to a Position

1	Open Position	Open the position in VidCruiter and navigate to Step 5 – Settings .
2	Integrations Tab	Click on the Integrations tab.
3	Add Integration	Click Add Integration and select BambooHR from the list.
4	Confirm	The integration is added with the default field mappings pre-configured.

Info: BambooHR only appears in the integration list if it has been connected at the company level. See Section 2: Connection Setup for instructions.

Default Import Mappings

The following import field mappings are automatically configured and cannot be changed or removed:

VidCruiter Field	BambooHR Field
First Name	First Name
Last Name	Last Name
Email	Best Email

Export Mappings

The following fields can be mapped within VidCruiter and exported to BambooHR:

VidCruiter Field	BambooHR Field
Shareable Profile	VidCruiter URL

To map the export field, access the position settings in VidCruiter, then select Integrations > BambooHR > Edit > Export > New Comment > Add Row:

Test » BambooHR

Import Export

MAPPING

New Comment Add Row

BambooHR Field	VidCruiter Mapping
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Save Cancel

Then, search for Shareable Profile in the drop-down menu and lastly, Save:

Test » BambooHR

Import Export

MAPPING

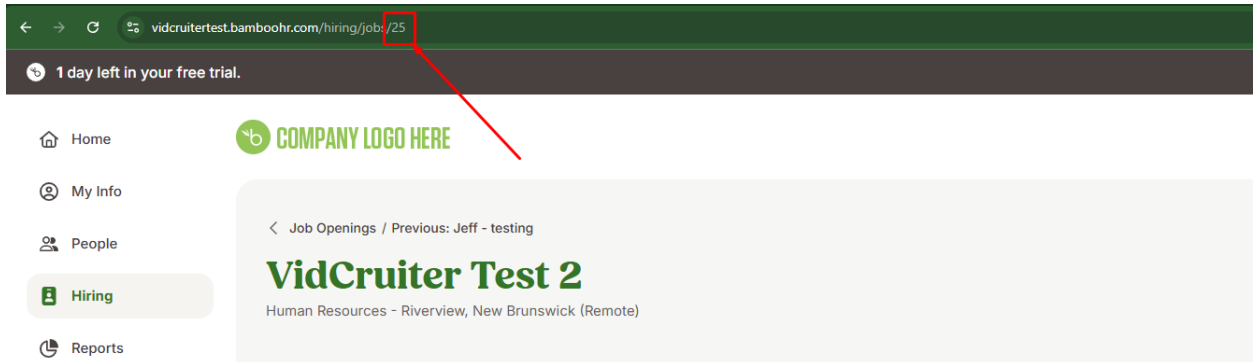
Select an Option Add Row

BambooHR Field	VidCruiter Mapping
New Comment	Shareable Profile x
	Default Shareable Profile x Remove

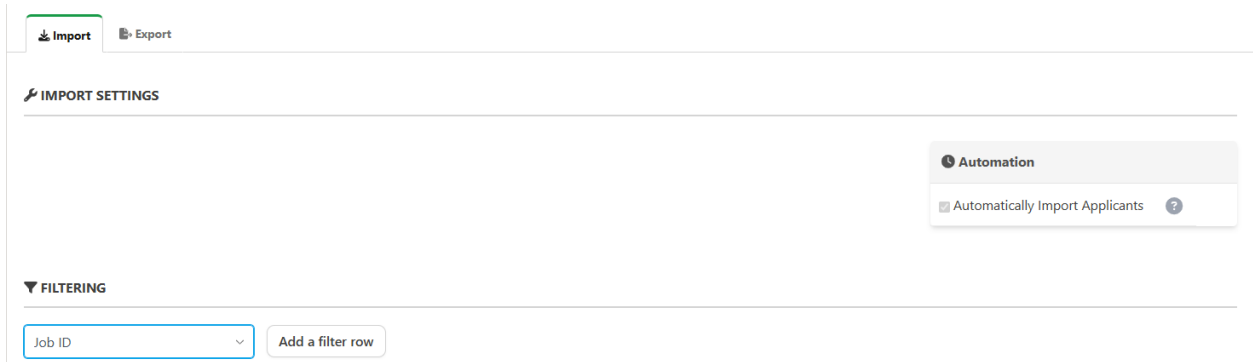
Save Cancel

Connecting a BambooHR requisition to a VidCruiter position:

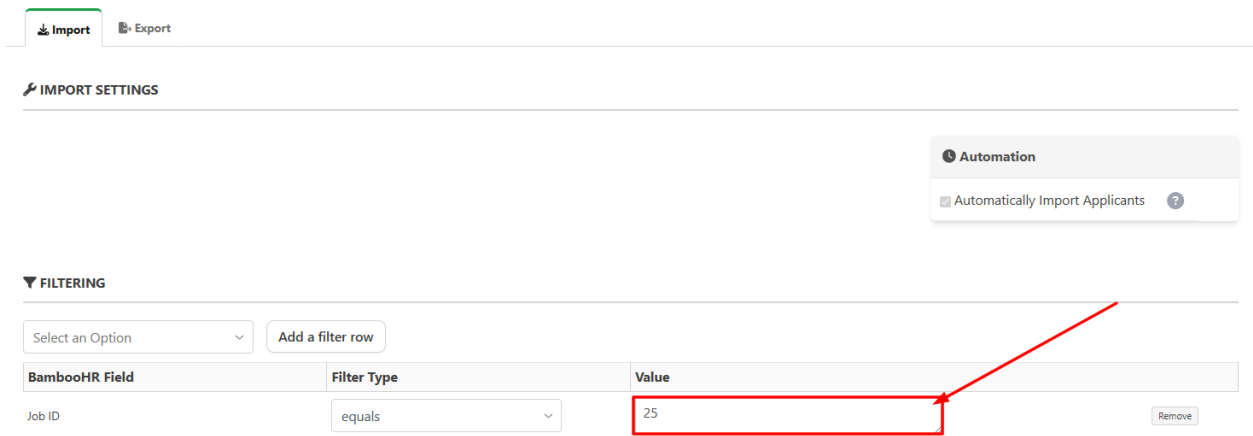
To connect a BambooHR requisition to a VidCruiter position, in BambooHR, copy the Job Code found at the end of the position detail URL:



Then, in VidCruiter, go to the Position Settings > Integrations > BambooHR > Edit and under the Import tab, select Job ID in the Filtering drop-down, followed by Add a filter row:



Then, paste the Job Code copied from BambooHR in the value field:



5. How to Configure Recruiter Task Actions

Use Recruiter Task Actions to define when and how candidate data is exported back to BambooHR. Once BambooHR is added to a position, set up export actions that trigger automatically on a specific task.

Adding a BambooHR Export Action

1	Open Position	Navigate to the relevant position in VidCruiter.
2	Find Recruiter Tasks	Go to the position setup → Step 4 - Recruiter Tasks.
3	Add an Action	Click Add an Action on the step to export the applicant to BambooHR.

Action to Export the Applicant to BambooHR

Use the following configuration when setting up a recruiter task action to export an applicant to BambooHR:

Field	Value
When should this happen?	Applicant enters this step
What should happen?	Export Applicant <i>Send the applicant's Shareable Profile link to BambooHR.</i>
Export	BambooHR

New Action for Application Form

When should this happen?

Applicant enters this step

What should happen?

Export Applicant

Options

Add a time delay

☒ Prevent this action from occurring if the applicant is no longer in this Recruiter Task.

Configure this Action

EXPORT

BambooHR

Save

Cancel

Info: The Export to BambooHR action option only appears if BambooHR has been added to the position in the Integrations tab. See Section 4: Position Setup for instructions.

How Exports Work

When a recruiter task action is triggered, VidCruiter sends the applicant's shareable profile URL to the BambooHR employee record that was used to import the applicant. The export uses the Applicant ID saved at import time to locate the correct BambooHR record.

Note: If an applicant was not originally imported from BambooHR (i.e., they do not have a BambooHR employee ID on file), the export fails, and an error is logged to the applicant's timeline.

Changing an Applicant's Status in BambooHR via VidCruiter Export:

To change an applicant's status in Bamboo HR via VidCruiter Export, access the position settings in VidCruiter, then select Integrations > BambooHR > Edit > Export > Application Status > Add Row

Test » BambooHR

Import Export

MAPPING

Application Status Add Row

BambooHR Field	VidCruiter Mapping	
New Comment	Shareable Profile x	Remove
	Default Shareable Profile x	

Save Cancel

Then, select Static Value from the drop-down before selecting the BambooHR status you would like the applicant moved to in the secondary drop-down menu:

Test » BambooHR

 Import  Export

MAPPING

BambooHR Field	VidCruiter Mapping	
New Comment	Shareable Profile x ▾	Remove
	Default Shareable Profile x ▾	
Application Status	Static Value x ▾	Remove
	Put on Hold x ▾	

Save Cancel

Alternatively, you can select manual entry and define the status in the export action within VidCruiter:

Test » BambooHR

 Import  Export

MAPPING

BambooHR Field	VidCruiter Mapping	
New Comment	Shareable Profile x ▾	Remove
	Default Shareable Profile x ▾	
Application Status	Manual Entry x ▾	Remove

Save Cancel

New Action for Export**When should this happen?**

Applicant enters this step ▾

What should happen?

Export Applicant ▾

Options Add a time delay☒ Prevent this action from occurring if the applicant is no longer in this Recruiter Task.**Configure this Action****EXPORT**

BambooHR ▾

BambooHR Field VidCruiter Mapping

Application Status	Static Value ▾
	Put on Hold x ▾

Save

Cancel

Best Practices

- Set up export actions at stages where applicants are imported. This ensures their profile is immediately created by the system and accessible for review.
- Ensure all applicants in the position were originally imported via the BambooHR webhook to avoid export errors.
- Review the applicant timeline regularly to identify any failed export attempts.

6. How to Review Applicant Results

After applicants are imported from BambooHR and processed through your VidCruiter workflow, review their results directly in VidCruiter and track export activity back to BambooHR.

Viewing Applicant Profiles in VidCruiter

1	Open Position	Navigate to the position in VidCruiter.
2	View Applicants	Open the Applicants list for the position.
3	Open Profile	Click on an applicant to open their profile.
4	Review Results	Review responses, assessments, interview recordings, and scores from this view.

Reviewing the Applicant Timeline

The applicant timeline provides a complete log of all integration activity for each candidate, including:

- Confirmation when the applicant was imported from BambooHR.
- Status of any export actions sent back to BambooHR.
- Error messages if an import or export failed (e.g., validation errors, missing employee ID).

To view the timeline:

1	Open Profile	Open the applicant profile.
2	Find History	Click the History tab of the profile to see the applicant's Timeline.
3	Review Entries	Look for BambooHR import and export log entries.

Verifying Results in BambooHR

After an export action triggers, confirm the candidate's VidCruiter URL has been updated in BambooHR:

1	Log In	Log in to BambooHR.
2	Find Record	Locate the employee record for the candidate.

3	Check Field	Check the VidCruiter URL field — this should now contain the candidate's shareable profile link.
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Common Issues

Issue	Resolution
Applicant imported with no name or email	The BambooHR employee record could not be found from the employee ID. The import is logged as a validation error on the timeline.
Export failed — no BambooHR employee ID	The applicant was not originally imported via BambooHR. Only BambooHR-sourced applicants can be exported back.
BambooHR not visible in integrations	Ensure the company-level BambooHR connection has been established. See Section 2: Connection Setup.
Integration disconnected automatically	The OAuth token refresh failed. Navigate to Company Admin > Integrations > BambooHR and reconnect.