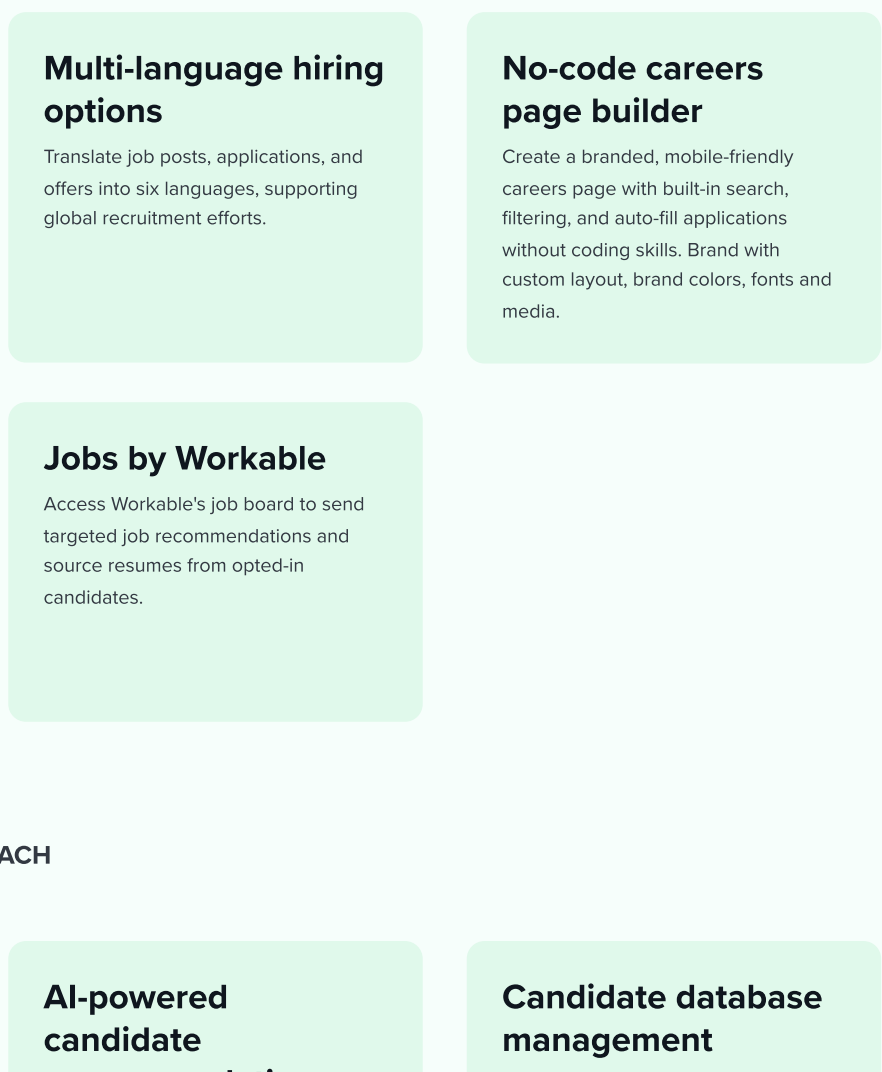


Your complete HR and hiring platform

Your system of record for everything HR. All the features you need to find and hire the best, manage HR data, and keep track of time off and attendance.

Candidate sourcing suite



JOB POSTING AND DISTRIBUTION

200+ free and premium job boards

Post your job to 200+ job boards simultaneously, reaching a wider audience with a single submission.

Multi-language hiring options

Translate job posts, applications, and offers into six languages, supporting global recruitment efforts.

No-code careers page builder

Create a branded, mobile-friendly careers page with built-in search, filtering, and auto-fill applications without coding skills. Brand with custom layout, brand colors, fonts and media.

Jobs widget & API access

Embed an automatically updating, branded job list on your existing website using a simple, customizable widget. Or access Workable's API for further customization.

Jobs by Workable

Access Workable's job board to send targeted job recommendations and source resumes from opted-in candidates.

CANDIDATE SOURCING AND OUTREACH

400m+ searchable candidate profiles

Search and filter our extensive passive candidate database using custom filters and advanced search criteria. Search yourself or use AI to find qualified candidates that match your specific requirements.

AI-powered candidate recommendations

Receive AI-generated recommendations of qualified candidates based on your job ad from a pool of 400 million profiles.

Candidate database management

Keep track of past applicants and create talent pools for future opportunities. Tag, categorize, and search your database efficiently.

Automated social media promotion

Expand your reach by promoting job ads to relevant candidates across social media platforms. Use AI to automatically identify and display your job ad to 1000+ relevant passive candidates on their social media feeds.

Chrome LinkedIn extension

Effortlessly add LinkedIn profiles, powered by LinkedIn PDF-download functionality, directly to Workable with just a click through the Chrome extension.

RECRUITMENT MARKETING

Mobile-optimized application forms

Offer candidates easy-to-use, mobile-friendly application forms with auto-fill and one-click application options.

Employee referral program

Set up an internal job board with automatic notifications, easy submission options, social sharing tools, and a gamified reward system.

Referral management dashboard

Enable employees to track and manage employee referrals in one place. Monitor referral status, referral bonuses, and generate reports.

LinkedIn RSC integration

Connect Workable to LinkedIn Recruiter to access information when and where you need it, without having to switch between platforms.



Applicant tracking system | ATS

CANDIDATE EVALUATION

Talent CRM database

Manage all applicants in one searchable database, with easy filtering and organization of candidate information.

Anonymized screening

Hide identifying candidate details during initial resume review to promote fair evaluation based on qualifications.

Standardized interview tools

Use pre-set and customizable interview kits and scorecards to ensure consistent candidate assessment across hiring teams.

AI-powered candidate screening

Get AI-generated summaries of candidate profiles, including match scores and requirement checklists.

One-way video interviews

Conduct one-way video interviews to match your specific recruiting needs at scale, replacing traditional phone screenings.

Science-backed assessments

Administer science-backed cognitive and personality tests directly through the Workable platform with Video Interviews.

COLLABORATION TOOLS

2-way email and calendar integration

Sync with email and calendar apps such as Google and Microsoft Outlook to manage candidate communications and scheduling.

Video conferencing integrations

Set up virtual interviews easily with Workable's built-in Zoom, Google Meet, and Microsoft Teams integrations.

Third-party tool integrations

We integrate with 70+ recruiting and HR tools, so you can assess, background check and onboard your next great employee, all in Workable.

Candidate profile sharing

Share candidate profiles with team members to gather feedback, facilitate discussions, and prepare for interviews collaboratively.

Customizable user permissions

Set specific access rights and roles for hiring team members to manage confidentiality and task allocation effectively.

Customizable candidate profiles

Add custom fields to candidate profiles to track relevant information while protecting sensitive data like salary details.

Mobile app for hiring (and HR) teams

Available for iOS and Android, Workable's mobile app helps teams keep hiring moving, even when they're not behind a desk.

Candidate self-scheduling

Empower candidates to book interview slots directly. Reduce back-and-forth emails with automatic calendar syncing and time zone detection.

Comprehensive interview coordination

Set up multi-part interviews, add custom event details, and provide location maps. Sync with team calendars as events are booked and confirmed.

AUTOMATION AND HIRING

Automated recruitment tasks

Create custom email templates and workflows to automate repetitive tasks based on job, department, or hiring stage.

Candidate text messaging

Communicate with candidates via SMS messages for quick updates and a modern candidate experience.

Advanced reporting and analytics

Generate automated reports from a vast range of customizable, pre-built reports, and integrate with BI tools for in-depth analysis.

Offer letters and approval workflows

Speed up sign-off and get signatures faster with offer letter templates, approval workflows, e-signatures and more.

Custom hiring pipelines

Create customized hiring workflows to match your specific recruitment needs and processes for different roles.

Department hierarchy

Organize jobs and tools by department to match company structure, and ensure the right teams follow the right process.

GDPR, CCPA & EEOC/OFCCP compliance

Use automation tools and reports to maintain compliance with GDPR, CCPA, EEOC/OFCCP, and other regulations across jurisdictions.

Candidate surveys

Gather insights on candidate experience using customizable survey forms sent to applicants at various stages.

Single sign-on (SSO) support

Workable integrates with a variety of SSO providers to help you control access and keep your data safe.

Developer and BI tool access

Utilize the Developer API and connect Workable with your Business Intelligence tools for custom workflows and analysis.

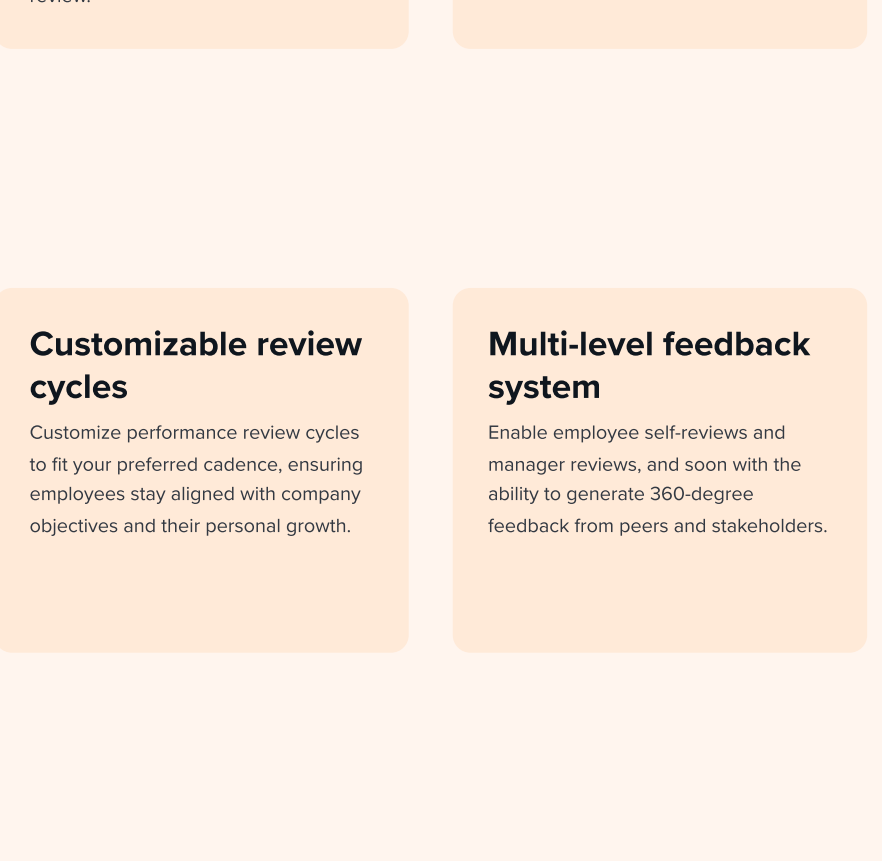
Requisition and budgeting workflows

Keep stakeholders aligned with a centralized workspace for budgeting, hiring and requisition approval workflow management.

Salary estimator

Access accurate market salary data to inform your hiring and budgeting decisions effortlessly (additional cost applies).

HR information system | HRIS



ONBOARDING

Centralized onboarding portal

Provide new hires with a single "home base" for welcome messages, company videos, e-signature documents, and personal profile completion.

Role-specific onboarding templates

Create and apply customized onboarding workflows for different departments, locations, or roles to ensure relevant experiences for each new hire.

Streamlined document management

Simplify the collection and organization of new hire paperwork with e-signature capabilities and secure document storage.

Onboarding progress dashboard

Track the status of each new hire's onboarding process, including start and end dates, completed tasks, and outstanding items.

Team collaboration tools

Keep your HR team and line managers informed with shared access to onboarding statuses, notifications, timelines, and task completion for each new employee.

EMPLOYEE MANAGEMENT

Flexible employee profiles

Use customizable profile templates to collect relevant information for different departments and locations.

Self-service employee records

Set up virtual interviews easily with Workable's built-in Zoom, Google Meet, and Microsoft Teams integrations.

Organized, searchable company file storage

Store and manage company-wide documents and e-signed files securely with controlled access.

Fillable document templates with e-signatures

Create branded, fillable document templates for easy employee review and digital signing.

Automated org chart

Maintain an up-to-date visual company structure, automatically updated with personnel changes.

Searchable employee directory

Find and connect with any employee using search and filter options within the organization.

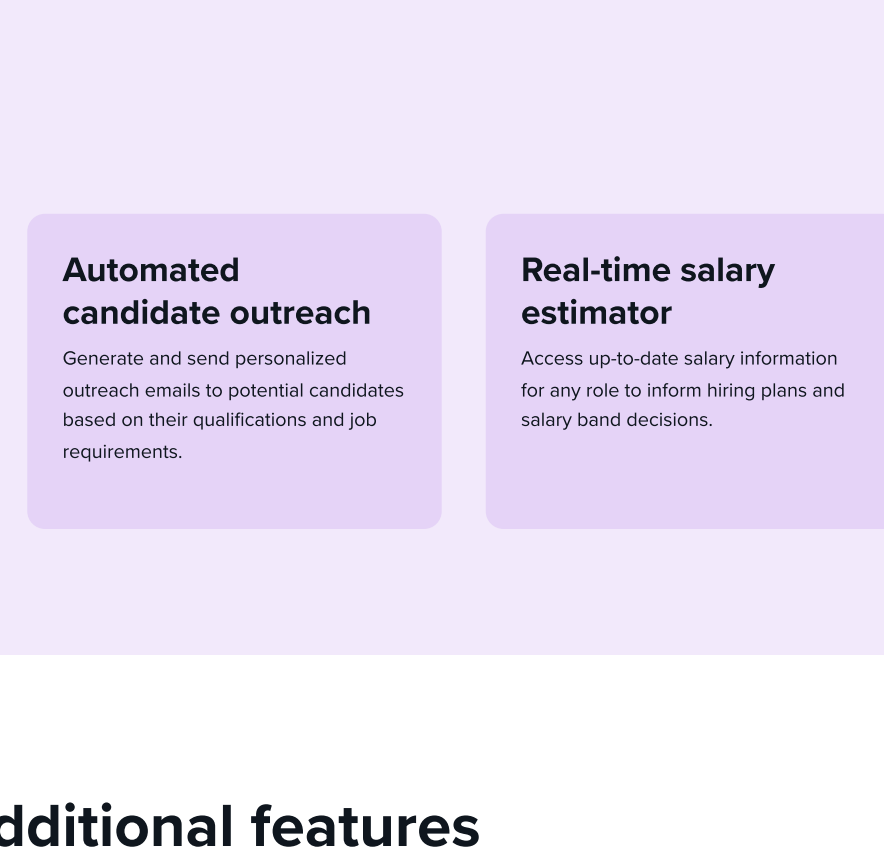
Employee lifecycle management

Manage the entire employee journey. Features include hiring, onboarding, data management, time off, performance reviews, and offboarding.

Multi-currency support

Handle multiple currencies for employee and candidate profile fields. Set up salary and compensation details in the appropriate currency for each location.

Time and attendance system



TIME OFF AND ATTENDANCE

Employee time off requests

Enable employees to submit and track time off requests through an integrated calendar, complete with manager approval workflows.

Automatically create and customize holiday schedules

Import and adjust holidays for any location or role type to easily share and apply company holiday information with each employee.

Create work schedules

Create and assign work schedules for different departments, locations or roles and apply schedules to employees' profiles.

Multiple time off policy management

Configure and manage time off policies based on how and where your specific company operates, accommodating for different employee types or locations.

Time tracking and approvals

Employees can clock in/out or submit timesheets, with customizable approval flows and a manager dashboard for review.

Comprehensive time data reports

Generate detailed attendance reports for payroll processing, compliance, and analysis.

PERFORMANCE REVIEWS

Configurable performance review scorecards

Create tailored review templates for your performance management process with configurable question types for different roles or departments.

Customizable review cycles

Customize performance review cycles to fit your preferred cadence, ensuring employees stay aligned with company objectives and their personal growth.

Multi-level feedback system

Enable employee self-reviews and manager reviews, and soon with the ability to generate 360-degree feedback from peers and stakeholders.

Performance analytics

Track progress, generate comprehensive performance management reports, and identify top performers and areas for improvement over time.

PAYROLL

Payroll processing tools

Generate custom payroll reports in seconds, automate calculations for various pay types, and manage multiple pay schedules with a range of templates.

Payroll software integration

Seamlessly connect with top payroll providers such as ADP Workforce Now and Xero for real-time data synchronization.

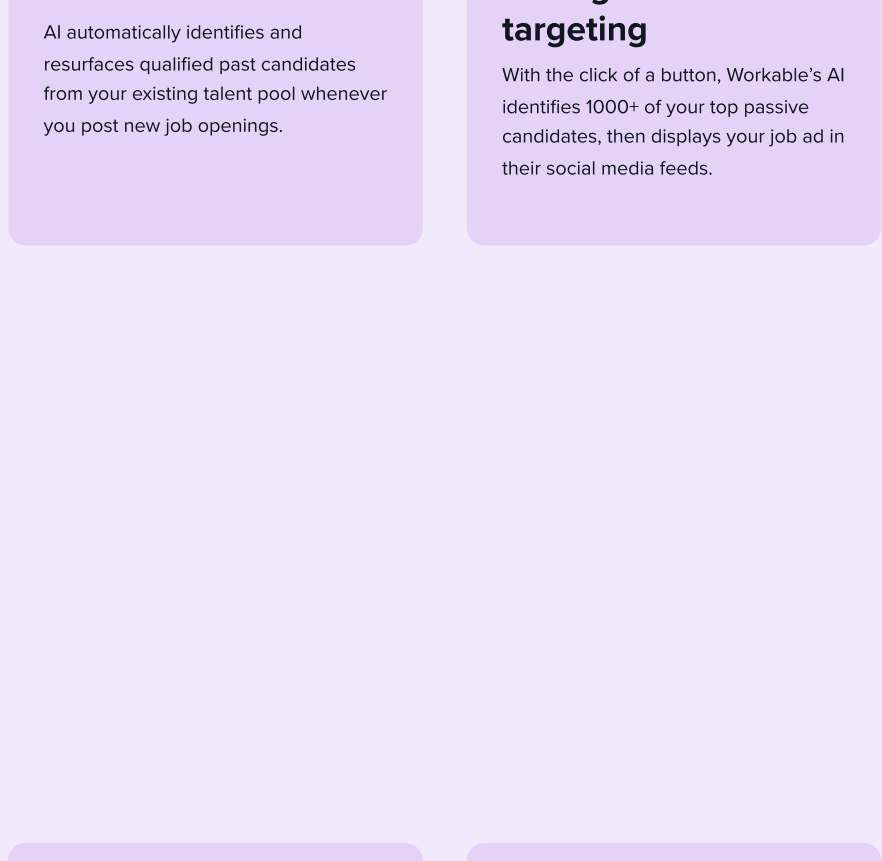
Multi-state/country payroll

Create payroll templates for various countries and states. Customize for different tax regulations, pay periods, and local requirements across jurisdictions.

Export to any payroll provider

Run payroll reports, customized with all the data you need, for easy upload into any payroll provider.

AI-powered HR tools



CREATING CONTENT

AI job description generator

Create role-specific job descriptions tailored to your company in minutes, resulting in higher application rates.

AI interview question generator

Generate industry and role-specific interview questions to ensure consistent and thorough candidate evaluations.

Personalized email creator

Craft emails that reference both candidate qualifications and job requirements, improving response rates.

SOURCING & MATCHING CANDIDATES

AI candidate sourcing

Use AI to scan our database of over 400 million passive candidate profiles to proactively find matches for your jobs before you even start searching.

Resurface candidates

AI automatically identifies and resurfaces qualified past candidates from your existing talent pool whenever you post new job openings.

Intelligent social targeting

With the click of a button, Workable's AI identifies 1000+ of your top passive candidates, then displays your job ad in their social media feeds.

AI-assisted applicant screening

Match candidates to job requirements using semantic analysis to see skill/experience matches easily, enabling faster and more accurate profile screening.

AUTOMATING TASKS

Intelligent resume parsing

Automatically extract and anonymize key details from resumes, populating data fields accurately for unbiased screening.

Automated candidate outreach

Generate and send personalized outreach emails to potential candidates based on their qualifications and job requirements.

Real-time salary estimator

Access up-to-date salary information for any role to inform hiring plans and salary band decisions.

Additional features

SERVICE & SUPPORT

Dedicated Account Manager

Receive personalized assistance and strategic guidance from a dedicated account manager with regular check-ins and priority support.

Responsive support team

85% of users have never needed to contact us, but if you do, our award-winning in-house support team is available to web chat, email or call in seconds.

Self-service learning resources

Access a comprehensive knowledge base with video tutorials, articles, courses, and in-product help center links.

Training sessions

Participate in tailored virtual training sessions designed for power users to maximize Workable expertise.

ONBOARDING AND IMPLEMENTATION

Rapid system setup

Get your teams operational on Workable within days, with ongoing support from dedicated product specialists.

Existing data migration

Import your current data, including notes, feedback, resumes, and employee profiles to continue all your HR processes seamlessly in Workable.

Fully customizable

Adapt Workable to your specific needs by building custom HR processes that align with your business operations.

270+ partners and integrations

Workable connects to the tech you're already using. Just flip a switch and connect everything together.

SECURITY AND COMPLIANCE

Certified data protection

Trust us with your data. Workable is ISO 27001, 27017, SOC 2 Type II, and SOC 3 certified to protect your sensitive data.

Automated compliance tools

Stay compliant with all aspects of HR, GDPR, EEO, CCPA and even more – just turn on your policies, use Workable and we do the rest.

Audit trails

Track all changes to employee and candidate profiles. View who made changes, what was changed, and when, ensuring data integrity and supporting compliance.

Inclusive hiring tools

Foster diversity with inclusive job descriptions, anonymized screening, and standardized evaluations. Track DEI metrics and identify improvement areas with built-in surveys and reports.

