

The background is a solid teal color. It is decorated with botanical illustrations of green leaves and yellow flowers. The flowers are in the corners and along the bottom edge. The leaves are in the corners and along the bottom edge.

A Buyer's Guide to Applicant Tracking Systems

RETHINKING YOUR APPROACH
TO RECRUITING



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Why Recruiting Matters

We realize that if you're in the process of shopping for an ATS, you probably already see the value in recruiting. But we think it's important to take a moment to look at the broader market so you can fully understand the implications of the decision you're making.

There's a shift taking place in the workforce. Employers no longer control all the information—today's candidates are savvier than ever, and they have the opportunity to research everything from your company's salaries to your snack selection before even stepping foot in your office. They're also highly connected and not afraid to share their opinions with their networks, especially when they have a negative experience. This means that creating an outstanding candidate experience should be one of your top priorities as an employer.

HR departments are changing, too. We've heard countless CEOs say that talent is their company's greatest asset, and Talent Acquisition and People Operations have gotten the memo! In order to prove to executives that these departments are not simply service functions but drivers of organizational change, they need to arm themselves with data and insights. They need to understand which recruiting metrics matter most and regularly communicate this information to the executive team.

According to Bersin by Deloitte, US companies are spending 7% more than they did year-over-year on recruiting, and their cost-per-hire has increased by 20%. The US Department of Labor estimates that the cost of a bad hire can equal 30% of the employee's potential first-year earnings. Making good hires isn't just an HR concern—it's a business concern!

Many software solutions treat recruiting as a nuisance—something that you need to get out of the way as quickly as possible so you can focus on other things. The Greenhouse approach to recruiting is different. We've designed Greenhouse to be more than a simple Applicant Tracking System. Our goal is to help companies get better at hiring.

We want to make it as easy as possible for companies to implement recruiting best practices, so we've built them right into our product. We've created a framework for Structured Hiring so recruiters can easily partner with hiring managers and everyone involved in the hiring process understands exactly what their role is and why. We've optimized reporting and insights to help identify inefficiencies and optimize the process. And we've included visualized reporting and analytics so it's never been easier to share real-time status updates.

It's never been a more exciting time in the working world, but change has also never come this fast. Let us help you be the driver of change in your organization.



Understand Why You Need a (New) ATS

Whether you're shopping for your first ATS or upgrading to a more powerful system, the search for any new technology always starts with a big question: Where do you want it to take you? Set aside your immediate recruiting challenges for a moment, and think about your company's long-term dreams.

Wherever you want to go, you'll need great hires to get there. We work with hundreds of companies every year, and the organizations who land the best candidates are the places where everyone, from the office admin to the CEO, sees recruiting as a key part of their job.

You may already have a strong recruiting culture at your organization (go you!), but most companies wrestle with it. The good news is that the right ATS makes it easy to harness the power of collaborative recruiting, allowing everyone on staff to contribute to your company's success.

CTOs of fast-growing companies often spend 50% of their workdays on recruiting and hiring.

5 WAYS TO CREATE A RECRUITING CULTURE

1. Start a referral program.

Not only is a referral program the best way to source great talent, it's also a great way to get the whole company involved in recruiting.

2. Give everyone a voice.

All members of your organization should be on your ATS to submit feedback. If everyone feels a part of the process, they are more likely to care about recruitment.

3. Have a strong brand.

Having a mission statement helps define your company culture, which employees are more likely to advocate after work hours.

4. Get your CEO on board.

If executives consider recruiting their top priority, the rest of the organization will follow suit.

5. Reward recruiters.

Call out and reward those who are helping with recruiting efforts!

Work Out a Budget

As you work out how much you can invest in your new ATS, be sure to put the cost in the context of how much you're currently spending on recruiting. If you're already paying for job ads, agencies, internal recruiters, interviewers' time, and salaries, the ATS will be a fraction of your overall recruitment budget. Don't worry about investing a few dollars more in a system that will make a meaningful difference.

In general, spending more on an ATS will...

- allow interviewers to give more comprehensive feedback on candidates
- give you more pre-packaged reports on your hiring pipeline
- give you more reports to track the effectiveness of your sources
- streamline hiring tasks
- allow you to structure your interviews
- integrate more aspects of the hiring process
- provide better support from the software's vendor
- improve your recruiting performance

All of which, ultimately, will speed up your hiring and ensure you're offering the job to the right person. Even the prevention of a few bad hires can pay for an ATS several times over.



Make the Case for a New Platform

Even the best-designed software will be a waste of money if your team isn't ready to use it. If management is already sold on the benefits of moving to a new recruiting platform, you're golden. Skip ahead to Step 4.

If you still need to get sign-off, we recommend you start by talking to an influential hiring manager. Share some of the ways a better ATS can help them meet their goals, including efficient team-building, keeping their staff happy, and making interview training a snap.

In that conversation, call out the current hiring problems your company faces that can be addressed by a new ATS.

Next, create an executive summary laying out the amount currently spent on recruiting, highlighting the impact hiring bottlenecks are having on the company. If your team is already using a clunky or outdated ATS, explain where the platform is failing. Buy-in from management often happens quickly when they understand the strategic benefits a new ATS will bring.

25% of companies say a bad hire has cost them more than \$50,000 in the last year.

COMMON PAIN POINTS

Need a few ideas for your executive summary? Here are some common pain points that the right ATS can address:

- Low (or low-quality) response to postings
- Employees not making enough referrals
- Employees not sharing open positions on their social media networks
- Internal candidates not having an easy way to apply
- Lack of clearly scoped jobs allowing unqualified candidates into pipeline
- No measurement of quality and efficiency of sourcing
- No accountability system for tracking “future potential” candidates
- Clunky online application process makes a company look bad
- Poor scheduling system means interviews take forever to set up
- Interviewers “winging it” leave key questions unasked
- Subjective interview questions makes apples-to-apples comparison of candidates hard
- Giving feedback on candidates is a hassle
- Compiling interviewers’ feedback is time-consuming
- Decisions/offers not documented in a systematic way
- Management unable to see (or share) current status of open reqs

Know What to Look For

Most applicant tracking systems have product specialists standing by to show off their wares, either in-person or online. Set aside about an hour for each demo, and bring the **included worksheet** with you. Keep the following topics in mind during the evaluation process.

USABILITY

In the past, ATS platforms were built solely for recruiters. The modern ATS, though, is used by everyone in the organization (not to mention the applicants themselves). As you kick the tires of a potential ATS, try it from the perspectives of all the people who will be relying on it.

Candidates, for example, expect a seamless journey from the job ad to completed application. Hiring managers want an easy way to set up reqs and move candidates through screenings and interviews. Interviewers need tools to prepare for their interviews and score candidates afterwards. Executives will want an easy way to approve offers and get a bird's-eye view of the hiring pipeline. And everyone needs to be able to refer candidates and check on their status.

QUICK TIP:

The best way to test usability is to ask the product specialist to show you how their software handles your most common hiring tasks or scenarios,



SOURCING

There is no one silver bullet when it comes to sourcing. Finding top talent requires a dynamic and multi-pronged strategy of continuously experimenting with varying techniques for different roles.

You need a platform with a variety of sourcing features and integrations that easily highlights your top-performing sourcing channels per job to increase return on investment.

Have a referrals program or want to start one? (see the “5 Tips to Boost Referrals” sidebar for more info on how to accomplish that!) Your platform should provide visibility into the referral pipeline for both recruiters and employees and make it as easy as possible for employees to make referrals.

If you work with agencies, it’s crucial to understand and report on the quality of the candidates submitted through the agency vs. the candidates that come in through your internal recruiters. You’ll also want a platform that lets you grant appropriate levels of access to agencies.

Your platform should create a seamless experience for posting on social media and through third-party job boards.

And if you’re engaging in outbound sourcing, look for a platform that allows you to easily add prospects from any external source.

Studies show that hires from employee referrals cost less, work harder, and stick around longer than those from job boards or agencies.

5 WAYS TO BOOST REFERRALS

1. Communicate significance.

Remind employees that great people make a great company.

2. Make it a closed-loop process.

When an employee makes a referral, keep them in the loop. Make sure a referral’s status is easily accessible for that person (hint: your ATS should do this).

3. Respect referrals.

Treat referral candidates like VIPs so employees are confident their contacts or friends will have a positive experience, even if an offer is not extended.

4. Gamify it.

Make it rewarding for employees to submit referrals. Try a referral board, prizes, or raffles for employees to participate.

5. Throw recruit-a-thons.

Get your team together for a fun and informative event that helps employees understand how to “hack” their networks to find candidates.

REVIEWING

The platform needs to make it easy for you to review and triage candidates quickly. This increases the number of candidates flowing through the interview process, but it also improves every candidate's experience. Even the people you reject will appreciate you doing it in a timely way.

While testing the software, see how many applications you can review at once. Is it easy to see what you need about each application at a glance so you can process them quickly? The most useful ATS will have built-in tools that make reviewing actionable, letting you add notes about the candidate, contact them, or advance/reject them as you go.

RUNNING THE INTERVIEW PROCESS

One of the biggest improvements an ATS can bring to a company is optimizing your interview process. Too often, interviewers are pulled into a conference room at the last minute, handed a resume, and expected to assess a candidate's worthiness through a half hour of small talk.

With an ATS that's focused on performance, a hiring manager can collaborate with recruiting to create in-depth interview kits that guide every question an interviewer asks. This guarantees you get the same, comprehensive data on every candidate, and allows an apples-to-apples comparison of each person. Then, when it comes time for interviewers to give their feedback, the

40% of candidates report an "unacceptable time lapse" between an initial conversation regarding a position and a follow-up conversation.



ATS should offer a simple candidate scorecard that streamlines the assessment process and makes it easy to rate a candidate's skills and cultural fit.

This data-driven approach scales smoothly, lowers stress on hiring managers, and moves people through the pipeline more efficiently. As you try out an ATS, pay particular attention to the way it handles this flow of candidates through the system. The best platforms are built to continually move candidates forward until they are either rejected or offered a job, preventing anyone from getting lost in hiring limbo.

PIPELINE METRICS

Many companies struggle to get basic information on how their hiring is going. An ATS should offer built-in reports that give everyone a front-row seat on the hiring process. At a basic level,

“A recruiting culture can only blossom if the processes and the tools don't suck.”

— BINH TRAN, CO-FOUNDER OF KLOUT

this means providing a complete picture of all the candidates who have been considered for a position, including outcomes from phone-screens, interviews, take-home tests, rejections, or offers that have already taken place, along with a run-down of hiring activities scheduled in the future. Having this information at your fingertips will keep your recruiting engine running smoothly.

During your demo, make sure the ATS generates reports on the things that matter most to you. If you live and die by employee referrals, ask to see a breakdown of which team members are bringing in the best candidates. If your top priority is speeding up the hiring process, ask for a report laying out time-to-hire for each req.

INTEGRATION

We all have our own approaches to hiring, along with our favorite tools for getting the job done. Your recruiting software should integrate with the applications you love, from scheduling apps to video-interviewing platforms to take-home testing systems.

Bring a list of your top tools to your ATS demo to see how many of them can be integrated with the software.

SUPPORT AND SERVICES

You're going to have a lot of questions about whichever ATS you choose, especially in the first few months. Make sure your vendor takes support seriously.

DEPLOYMENT

A new ATS will bring quite a few changes to your hiring process; getting it up and running typically includes a job board integration, data-migration, and a lot of staff training. There are big differences in the level of set-up assistance each ATS vendor provides.

DATA AND SECURITY

Your ATS will house some of your company's most sensitive data, so keeping it safe is essential.

QUESTIONS TO ASK A VENDOR:

- How secure is your platform?
- What types of pre-packaged reports do you offer?
- Who are some of your customers?
- How intuitive is the platform?
- What types of metrics and analytics does your platform include?

Hear from Customers

After testing software, you've likely narrowed the field down to a few contenders. You're almost there. Now it's time for you to research the vendors themselves.

Some common complaints with the larger, more established ATSs are slow movement on customer-service issues, and infrequent product updates. Brand-new companies may be more responsive, but may not have the stability or longevity you need. No one wants to spend a year customizing a piece of software, only to have the vendor go belly-up. Don't be afraid to ask some tough questions to make sure your ATS will grow with you and be responsive to your needs.

Next, read through product reviews on directory sites like Software Advice and Capterra, and look for mentions of the company on Twitter. It also doesn't hurt to check the Better Business Bureau's online reviews.

Be sure to get references from the vendors themselves.

When you talk to the references, ask about set-up time, ease-of-use, support, and any unexpected problems they've faced with the software. If they had to do it all over again, would they make the same choice?

QUESTIONS TO ASK A REFERENCE:

- How long did it take to set up the ATS?
- How easy is the ATS to use?
- Have you face any unexpected problems with the software?
- If you were going through the purchasing process again, would you make the same choice?

Pick Your Winner

Congratulations! You're now the proud owner of a powerful new recruiting tool. Go forth and hire!

Companies use Greenhouse to optimize how they find, interview, and hire the best talent. From strategic sourcing to customizable interview kits, Greenhouse provides a technology platform that helps organizations of all sizes improve their recruiting performance. Find better candidates, conduct more focused interviews, and make data-driven hiring decisions using Greenhouse.

If you're in the market for a new ATS, please drop us a line! We'd love to show you what Greenhouse can do for you.

www.greenhouse.io

1.800.790.9789

A FEW COMPANIES
THAT USE
GREENHOUSE:

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 airbnb

HUGE

ThoughtWorks®

OnDeck>

ATS Evaluation Worksheet

A best-in-breed ATS will include a robust set of features to make your company great at recruiting.

We've put together a list of all of the features you need to source great candidates, run an effective hiring process, pull meaningful reports, and more. This checklist will come in handy when you evaluate your ATS options.

In addition, the attached Glossary digs in a bit deeper with each feature, so you can understand and articulate your needs. Feel free to fill out this interactive PDF yourself, forward it along to an ATS representative, or use it to frame your conversations with management.



	GREENHOUSE	(ATS)	(ATS)	NOTES
Source Candidates				
Careers Site Integration	✓			
Multi-Brand Job Boards	✓			
Internal Job Board	✓			
Online/Mobile Apply	✓			
Employee Referral Portal	✓			
Agency Portal	✓			
Job Ad Creation and Distribution	✓			
Application Review and Triage	✓			
Social Media Sharing	✓			
LinkedIn Posting	✓			
LinkedIn Cross-Site Awareness	✓			
Careers Site Integration	✓			
Interview & Collaborate				
Interview Planning/Custom Workflows	✓			
Interview Kits	✓			
Candidate Scorecards	✓			
Diversity Features	✓			
OFCCP/EEO Compliance	✓			
Mobile Application	✓			
Private Notes	✓			
Interview Scheduling via Google, iCal, Outlook	✓			
Task Management	✓			
@Mentions	✓			
Interviewer Tags	✓			

	GREENHOUSE	(ATS)	(ATS)	NOTES
Manage				
Talent Pool Management	✓			
Candidate Profiles	✓			
Bulk Editing of Candidates	✓			
Auto-Merge Duplicate Profiles	✓			
Email Templates and Workflows	✓			
Bulk Editing of Jobs	✓			
Auto-Responders and Alerts	✓			
Offer Creation and Management	✓			
Offer Approvals	✓			
Bulk Creation/Sending of Offers	✓			
Reporting & Insights				
Basic Reporting Bundle	✓			
Source Quality Dashboard	✓			
Team Performance Management	✓			
Milestones	✓			
Analytics	✓			
Platform Configuration & Data				
Integrated Third Party Apps	✓			
Developer Center	✓			
Basic Permission Settings	✓			
Custom Roles Permissions	✓			
Single Sign-On	✓			
Bulk Editing of Users	✓			
Office Specific Configuration	✓			
Advanced Developer Tools	✓			
Data Retention Package	✓			
Enterprise Security Configuration	✓			

Glossary

Careers Site Integration

The Careers Site Integration offers a variety of ways to integrate your career site including: a fully Greenhouse-hosted job board, embedding your job board via iFrame within your site, or leveraging an API to create your own custom pages. All options support the use of custom CSS for branding as well as rich text formatting for job descriptions and custom application questions.

Multi-Brand Job Boards

Multi-Brand Job Boards allow multi-brand organizations (for example a holding company with several distinct operating businesses) to host individual, brand-specific job boards that are managed from the same account.

Internal Job Board

The Internal Job Board enables companies when posting jobs to allow employees to view and apply to roles only available to internal candidates within your company.

Online/Mobile Apply

The Online or Mobile-Apply feature accepts candidate applications through a fully, partially, or self-hosted job board. Greenhouse facilitates a great candidate experience by empowering candidates to easily apply in just one click through their LinkedIn profile, Google, Dropbox, or Indeed. Greenhouse also supports multi-language job boards for organizations recruiting outside the US.

Employee Referral Portal

The Employee Referral Portal enables employees to refer candidates, subscribe to alerts about candidates they've referred, and track their referrals throughout the hiring process.

Agency Portal	The Agency Portal enables organizations to source candidates from staffing agencies, collaborate with agencies in a streamlined way, and report on which agencies deliver the most and highest quality candidates. Agency recruiters can submit candidates through the Agency Portal and track their status within the recruiting process. Organizations can control the level of transparency and tracking shared with the agencies they work with.
Job Ad Creation and Distribution	The Job Ad Creation and Distribution feature enables organizations to publish their jobs to paid and unpaid job boards. With the ability to run and test job ad campaigns across several boards at once and generate unique tracking links for all jobs, organizations can quickly report on performance.
Application Review and Triage	Application Review and Triage helps users review the applicant inbox by quickly reviewing all pending applications, add notes, @mention colleagues, and seamlessly advance or reject candidates.
Social Media Sharing	Social Media Sharing allows employees to post company jobs on social media either one-off or via configurable automated scheduling. Social post timing and frequency can be set up for each social network. Each post will generate unique tracking codes, allowing for organizations to report and track on the efficacy of each source, author, and post.
LinkedIn Posting	The basic LinkedIn integration enables companies to post their jobs directly to LinkedIn, and utilize limited listings.
LinkedIn Cross-Site Awareness	LinkedIn Cross-Site Awareness provides the ability to sync a candidate's LinkedIn information to their Greenhouse profile and also enables LinkedIn Recruiter users to import LinkedIn prospects to Greenhouse automatically. When the Cross-Site Awareness is enabled for a Greenhouse candidate, their LinkedIn profile and Recruiter activity (such as InMails, notes, etc.) will be pulled into the LinkedIn tab in the Greenhouse profile for easy access. When sourcing on LinkedIn using LinkedIn Recruiter, if the user sends an InMail to a prospect and the prospect accepts the InMail and leaves the "give person your contact info" checkbox checked, Greenhouse will automatically create a corresponding prospect profile. This functionality will also indicate whether the LinkedIn prospect already exists as a prospect in Greenhouse to minimize the risk of duplicity.

Interview Planning/Custom Workflows	Creating a structured hiring process ensures cross-team collaboration, a positive candidate experience, and hiring the best candidates. Interview Planning empowers users to set up custom interview plans by job, department, or office. Greenhouse helps configure interview stages, create interviews within each stage, and assign specific interviewers to each interview. Users can drag and drop additional stages or interview types such as take-home tests or video interviews into their interview plans.
Interview Kits	The Interview Kit is a configurable interview preparation kit. Each kit includes an overview describing the purpose of the interview, the candidate's resume, cover letter, live job posting, how to sell the job, responsibilities of the job, and a scorecard to collect feedback ensuring recruiters and hiring managers assess every candidate for the right skills and qualities.
Candidate Scorecards	Candidate Scorecards help interviewers objectively evaluate candidates, guaranteeing useful, focused feedback on the attributes that truly matter. Admins can create specific hiring criteria for each job to more effectively structure the hiring process. Hiring teams can easily distinguish between all candidates through standardized, structured feedback from interviewers.
Diversity Features	The Diversity features help organizations make unbiased decisions about candidates by concealing each candidate's personal information, such as his or her name. Companies can also support unbiased decision-making about candidates through anonymous coding tests. This also includes anonymous take-home tests, and data collection (API only) to help companies make unbiased decisions.
OFCCP/EEO Compliance	The Office of Federal Contract Compliance Programs (OFCCP) is responsible for ensuring that employers doing business with the Federal government comply with nondiscrimination laws and regulations. Greenhouse ensures its customers are OFCCP and Equal Employment Opportunity (EEO) compliant by providing a structured hiring process that focuses on the removal of bias and, when needed, complete candidate anonymity. In addition, if audited, Greenhouse provides aggregate compliant reporting in full detail.
Mobile Application	The Greenhouse Mobile App includes optimized interview kits, scorecards, interviewer feedback submission, offer approvals, pipeline management and reporting.

Private Notes	Private Notes allow hiring managers and recruiting teams to collaborate on private information such as salary data and job offers. Access to private notes is set through user permission controls and can be configured per user for each role.
Interview Scheduling via Google, iCal, and Outlook	Greenhouse Scheduling allows recruiters to schedule interviews through Google, iCal, and Outlook. Scheduling allows recruiters to also request candidate availability, schedule multiple interviews at once, and send reminders about upcoming interviews from within Greenhouse. Interview Kit links are automatically generated and attached to calendar invites so your interviewers are always prepared.
Task Management	Greenhouse lets you track task lists that trigger alerts, automated communications, and workflows. Task Management helps teams collaborate and see tasks within each stage such as: applications to review, interviews to schedule, scorecards due, and offers to be approved.
@Mentions	@Mention helps interviewers, hiring managers, or recruiters easily communicate about particular candidates. When a user includes an @name within a note on a candidate profile, Greenhouse automatically sends an email to the designated user with the contents of the note and a link to that specific profile.
Interviewer Tags	Interviewer Tags allow interview teams to help easily identify which interviewers are best suited to conduct specific types of interviews (e.g. culture, behavioral, take-home tests etc.). This feature is especially useful for large teams scheduling interviews across dozens or hundreds of staff members.
Talent Pool Management	With Talent Pool Management, users can manage and track candidates effectively. Search resumes, filter profiles, and add candidates via email. Greenhouse also helps users track prospects, which are candidates not yet active in an interview process.
Candidate Profiles	Candidate Profiles provide contact information, resumes, links to social profiles or websites, and an activity feed tracking all email and internal communications with the candidate. From the candidate's profile, users are able to easily schedule interviews, view candidate progress, move candidates between stages, and review aggregate Scorecard feedback.

Bulk Editing of Candidates	Bulk Editing Candidates makes it easy to reduce manual candidate management tasks.
Auto-Merge Duplicate Profiles	Auto-Merge Duplicate Profiles detects and merges candidate profiles into a single record automatically.
Email Templates and Workflows	Email Templates and Workflows provide built-in, customizable email templates for candidate communications, rejection letters, offers, and internal communications.
Bulk Editing of Jobs	Bulk Editing Jobs allow you to make changes to jobs in bulk to ensure pipeline, hiring criteria, and job post consistency in real-time.
Auto-Responders and Alerts	Auto-Responders and Alerts are fully configurable alerts, which are set to notify team members to new application submissions, new or overdue tasks, reminders for interviews, and scorecards due.
Offer Creation and Management	The Offer Creation and Management feature lets users create offer letter templates, automatically generate new offer letters, or triggers an approval process from within Greenhouse.
Offer Approvals	Offer Approvals allows users to set up approval processes for new offers and gives a proper audit trail for tracking.
Bulk Creation/Sending Offers	Bulk Creation/Sending Offers easily creates and sends offers to multiple candidates on multiple jobs simultaneously.
Basic Reporting Bundle	The Basic Reporting Bundle helps companies determine pipeline movement, time-to-hire, and the source of top candidates to ensure data-driven decisions.
Source Quality Dashboard	The Source Quality Dashboard provides a holistic view of the quality of candidates from each source: agencies, social media referrals, etc. See how many candidates are acquired in a given period and how far they've progressed in the interview process.

Team Performance Management	Team Performance Management helps hiring teams understand and track their performance with activity reports. Easily see how many candidates have been sourced, screened, interviewed, or hired by an individual, team, or department.
Milestones	Reporting By Milestone enables organizations to have custom interview plans with standard reports across jobs with non-standard pipelines.
Analytics	Greenhouse offers enhanced reporting, which lets users create advanced reporting capabilities and visualizations with all of their raw recruiting data.
Integrated Third Party Apps	Greenhouse offers a partner ecosystem of over 70 third-party application integrations, which enable even more customization of the platform. Partner applications include: sourcing, skills testing, video interviewing, e-signatures, background checks, HRIS, onboarding, and more.
Developer Center	The Developer Center is a self-serve portal for your developers to utilize Greenhouse APIs or integrate it into their own systems (for example, using our webhooks, data extraction APIs, or job board APIs).
Basic Permission Settings	Greenhouse has several user types, as well as policies and permissions that can be set for your company. Basic permission levels include: basic user, interviewer, job admin, site admin, and super admin. Additional permissions can be set around specific jobs such as access to salary data, private notes, job offers, or approvals.
Custom Roles Permissions	Custom Role Permissions allow organizations the ability to define new types of roles that they can assign to each user per job.
Single Sign-On	Single Sign-On (SSO) allows companies the ability to integrate a third-party SSO tool such as Okta, OneLogin, or Ping.
Bulk Editing of Users	Easily make changes with the Bulk Editing of Users feature. Grant access to specific jobs, maintain permission consistency, and re-send invites to users who haven't signed in yet.

Office Specific Configuration	Office Specific Configuration enables organizations with multiple locations to standardize email templates, offer letter templates and other relevant communications configured for each location.
Advanced Developer Tools	Advanced Developer Tools offer organizations even more flexibility and control. This includes advanced career site integrations, a developer sandbox for testing, and a fully API driven job board.
Data Retention Package	Data Retention Packages copy all emails to a local address, anonymization API, SMTP relay, and the restriction of resume sharing.
Enterprise Security Configuration	Enterprise Security Configuration includes security features such as SMTP relay, which allows customers to send email without a 3rd party, restricted file settings to reduce the risk of viruses being added to the system, and configurable session timeouts, which reduce the risk of a recruiter/admin's account being accessed accidentally.



greenhouse

The Greenhouse brand sits at the intersection of people, data, and design. We design tools for people who are growing great companies. Our philosophy is to empower people with the best practices and data needed to build both a great business and great place to work. Companies use Greenhouse to optimize how they interview, hire, and onboard the best talent.



WWW.GREENHOUSE.IO