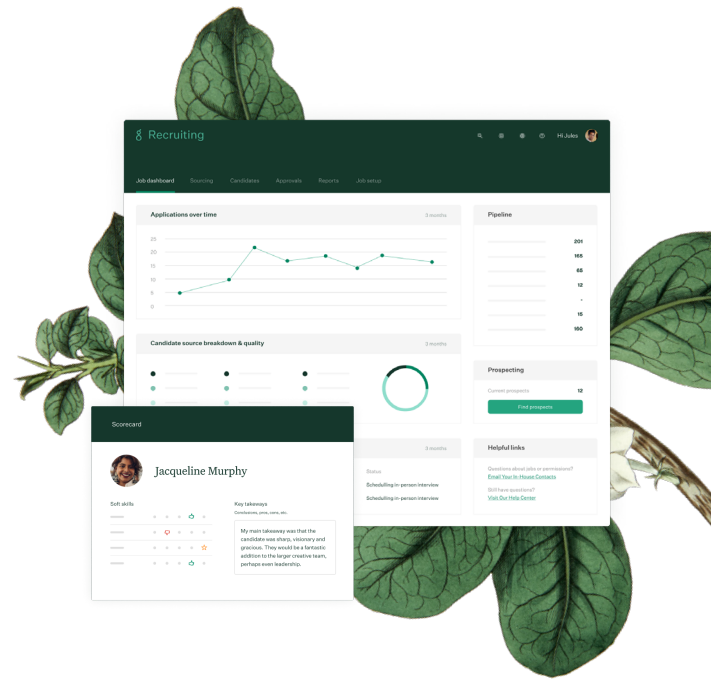**greenhouse** Recruiting

Expert features and functionality

Effectively and measurably make smarter hiring decisions with Greenhouse Recruiting

Applicant tracking
Manage roles and candidates

Structured hiring
Make better hiring decisions

Hiring team collaboration
Keep everyone in the loop

Multi-channel sourcing
Create a targeted sourcing plan

Candidate experience
Create an enjoyable and equitable process

Core reports
Use data to continuously improve

Scalable workflows
Support a complex recruiting process

Custom reports
Surface the information you need

Advanced career page configuration
Make your employer brand stand out

Single Sign On
Streamline user accounts

Developer sandbox
Create a testing environment

Advanced anonymization and privacy
Stay compliant with up-to-date requirements

Event management
Collect resumes and candidate data at events in person

Enhanced security
Maintain IT and security practices across systems

Expert data configuration
Capture more segmented and detailed data

Automated task management
Keep the entire process moving

Diversity, equity, and inclusion feature set
Build and scale fair hiring practices

Business intelligence connector
Easily connect your data to your analytics tool

CRM Expert
Build strategic relationships at scale

Mobile app
Perform hiring activities on the go

Integration ecosystem
Integrate with 300+ third-party apps that support hiring

Implementation and support
Continuous guidance you can rely on

Expert features and functionality

Applicant tracking

An industry-leading core ATS so that you can be efficient and focus on the most important parts of hiring:

- Application review
- Candidate management
- Interview scheduling via Google, iCal and Outlook
- Bulk editing for candidates
- Offer creation and management

- EEOC data management
- Robust database search
- Auto-merge duplicate profiles
- Candidate profile and activity feed

Structured hiring

Structure a consistent hiring process where everyone is informed of their role and the next step in the evaluation process:

- Interview planning
- Interview prep kits
- Candidate scorecards

- Customizable role workflows
- Anonymous take home tests

Hiring team collaboration

See candidate data in one place, bring your team together by tagging people and sending notifications, and maintain a high degree of control over user access and need-to-know information:

- Granular user permissions
- Private notes and fields
- Candidate packets

- @ mentions in public notes, private notes, and scorecards

Automated task management

Take the burden off the recruiting team to remember and inform relevant people of next steps, so that you know where to take action and things don't slip through the cracks:

- Task tracking
- Dashboard aggregating tasks across roles

- Configurable alerts
- Notifications for candidate actions

greenhouse Recruiting

Expert features and functionality (continued)

Candidate experience

Create relevant, purposeful, and attractive candidate experiences and measure the outcomes, so you have the levers necessary to build a stronger employer brand:

- Candidate experience survey
- Customizable careers sites
- Email templates and timed sends
- Custom job forms

Multi-channel sourcing

Implement a custom, full-scale sourcing strategy for every role that you manage, all from one place:

- Sourcing strategy and channel planning
- Employee referral portal
- Agency portal
- Social media posting
- LinkedIn Recruiter System Connect
- Job ad creation and distribution
- Third-party sourcing integrations
- Sourcing channel quality reports

Core reports

Gives you robust reporting flexibility and the tools to efficiently get data in front of the people that need it most:

- Core report bundle
- Source quality dashboard
- Milestone reporting
- Visualizations

Scalable workflows

Powers your team to support a complex recruiting process, keep control over privacy and data integrity, and continue to foster collaboration throughout the process:

- Approval workflows
- Job admin permissions and custom levels to protect privacy
- Bulk job editing
- Bulk user editing
- Tiered office and department data structure
- Interview tags
- Offer sections
- Post application forms

---

greenhouse Recruiting   *Only available in Greenhouse Recruiting Expert

Expert features
and functionality (continued)

Custom reports

Utilize reporting flexibility and the tools to efficiently get data in front of the people who need it most:

- Save your reports
- Schedule reports to be automatically emailed
- Additional sourcing analytics reporting

- Build custom report views (trend, pipeline, multiple metrics)
- Connect and integrate your Greenhouse report data with Google Sheets

---

Advanced career page configurations

Total flexibility to create effective career page experiences for different candidates while keeping the integration mechanics simple on the backend:

- Multiple job posts per job
- Engineering support for fully API-driven careers page integration

- Internal-only job board
- Multiple job boards (for multiple brands, etc.)

Single Sign On

Enable your IT department to manage all login credentials in a single location, significantly increasing the ease of maintaining user permission requirements:

- Integration with all SAML2 providers, such as Okta, OneLogin and ADFS

Advanced anonymization and privacy

Be compliant and empowered with up-to-date data retention and privacy requirements:

- Restrict resume sharing

- Candidate anonymization API

Expert features
and functionality (continued)

Event management

Efficiently collect resumes and candidate data at in-person events in an organized way. Easily prepare for scaled outreach and communication. Unlimited events are included in Greenhouse Recruiting Expert.

- In-person resume and form collection via iPad app
- Auto-import prospects into talent database
- Perform full text search on resumes

- Bulk classify prospects into pools
- Use customizable tags
- Auto-send follow-up emails
- Purchase timeiboxed event licenses in Greenhouse Recruiting for quick setup

Mobile app

Perform all of your most critical activities while on the go.

- Application review
- Candidate profiles
- Interview scorecards

- Approvals
- Interview prep kits

Integration ecosystem

The most innovative recruiting tools integrate with Greenhouse – and our integrations with hundreds of apps facilitate steam lined hiring even if you're using a variety of tools:

- Integrated with 300+ third-party apps and providers that support hiring

- Developer center
- 20+ categories

greenhouse Recruiting   *Only available in Greenhouse Recruiting Expert

Expert features
and functionality (continued)

CRM Expert

Build strategic relationships at scale by efficiently sourcing, nurturing, and keeping track of promising candidates.

- Create prospects
- Talent pools
- Talent finder
- Prospecting Chrome plugin
- Lifecycle view

- Bulk import prospects
- Prospect posts*
- Touch points*
- Prospect review*
- Reminders*

Business intelligence connector*

Visualize how your most important metrics have changed over time, and create the custom reports most impactful to your organization and executives:

- Structured data tables for BI tool connection

Diversity, equity, and inclusion feature set*

Build and scale equitable hiring practices through structured decision making, in-the-moment interventions, and demographic reporting:

- Pipeline, candidate source and candidate survey by demographics reports
- Required explanations for rated attributes

- Anonymous take-home exercises
- Inclusion nudges
- Focus roundup attributes
- Hidden candidate source

greenhouse Recruiting   *Only available in Greenhouse Recruiting Expert

Expert features and functionality (continued)

Expert data configuration

Capture more segmented and detailed data so that your reporting accurately reflects the complexity of your org structure and recruiting process for advanced analysis:

- Specific custom fields by department and office
- Custom rejection fields
- Auto reject
- API only job fields
- Custom application fields

- Bulk offer workflows
- Workday-specific sync tools
- Office and department external ID fields*
- Employee ID sync*

Enhanced security*

Protects your organization from bad actors and allows you to maintain your internal IT and security practices across all your systems:

- SMTP relay
- Configurable restricted file settings

- Configurable session time-outs
- Copy emails to a local address

Developer sandbox*

Provides a flexible development environment so that you can build your systems and integrations to fit with the way you work:

*Only available in Greenhouse Recruiting Expert