

Overview: Greenhouse + TriNet Integration

The integration between TriNet and Greenhouse allows you to seamlessly transfer employee information between both platforms.



This integration supports two major exchanges of information:

- 1) **Candidate Hire Process Automation** – Candidate information is pushed from Greenhouse Recruiting to TriNet. [Greenhouse → TriNet]
- 2) **Greenhouse User Management** – Allows TriNet to manage basic Greenhouse users for all current employees. Very often all employees are given access to the Greenhouse platform to refer potential candidates to new open positions. [TriNet → Greenhouse]

Candidate Hire Process Automation

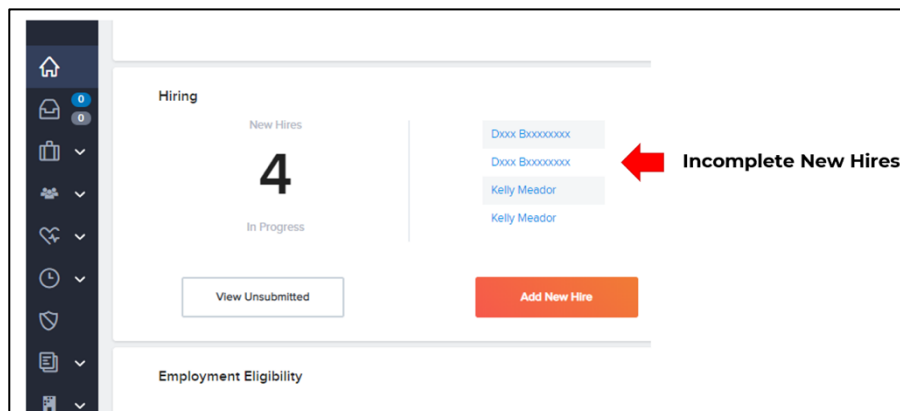
When a candidate is hired in Greenhouse, their information is pushed from Greenhouse and pre-populated into TriNet into the New Hire Form (if this option was selected during your integration setup). While not all of the information may populate, the integration will transfer the data available but is limited to the following list:



Candidate Information from Greenhouse → TriNet	Source in Greenhouse
Start Date/Hire Date	Offer Details
First Name	Candidate Profile
Last Name	Candidate Profile
Personal email	Candidate Profile
Personal Phone Number	Candidate Profile
Home Address	Candidate Profile
Business Title	Job Details
Department *	Job Details
Location *	Job Details
Annual Salary Number	Offer Details
Employment Type (FT or PT)	Offer Details
Gender	Candidate Profile - EEOC
Ethnicity	Candidate Profile - EEOC
Veteran Status	Candidate Profile - EEOC

Once the integration between Greenhouse and TriNet is complete, the following automated workflow is in effect:

- 1) Candidate is marked as hired in Greenhouse when ready to hire. This triggers the integration to push the update to TriNet.
- 2) Once the integration is executed, your HR Authorizer will receive an email notification to log into TriNet and complete the New Hire Forms. Also, your Company Dashboard will update with the new hires waiting for the forms to be completed. These forms will pre-populate with the information from Greenhouse.



- 3) Complete and submit the new hire forms online.
- 4) Employees are onboarded in TriNet.

Greenhouse User Management

With this integration, you can also manage users in Greenhouse. A basic user will be created in Greenhouse for all newly hired employees (if you selected this option during the integration setup).

This feature allows all current employees, for example, to access Greenhouse and refer candidates to open positions.

The following information is sent from TriNet to Greenhouse to create a user:

TriNet → Greenhouse
First Name
Last Name
Work Email

Offboarding: Additionally, if an employee is terminated in TriNet, you can also disable a user's access in Greenhouse.