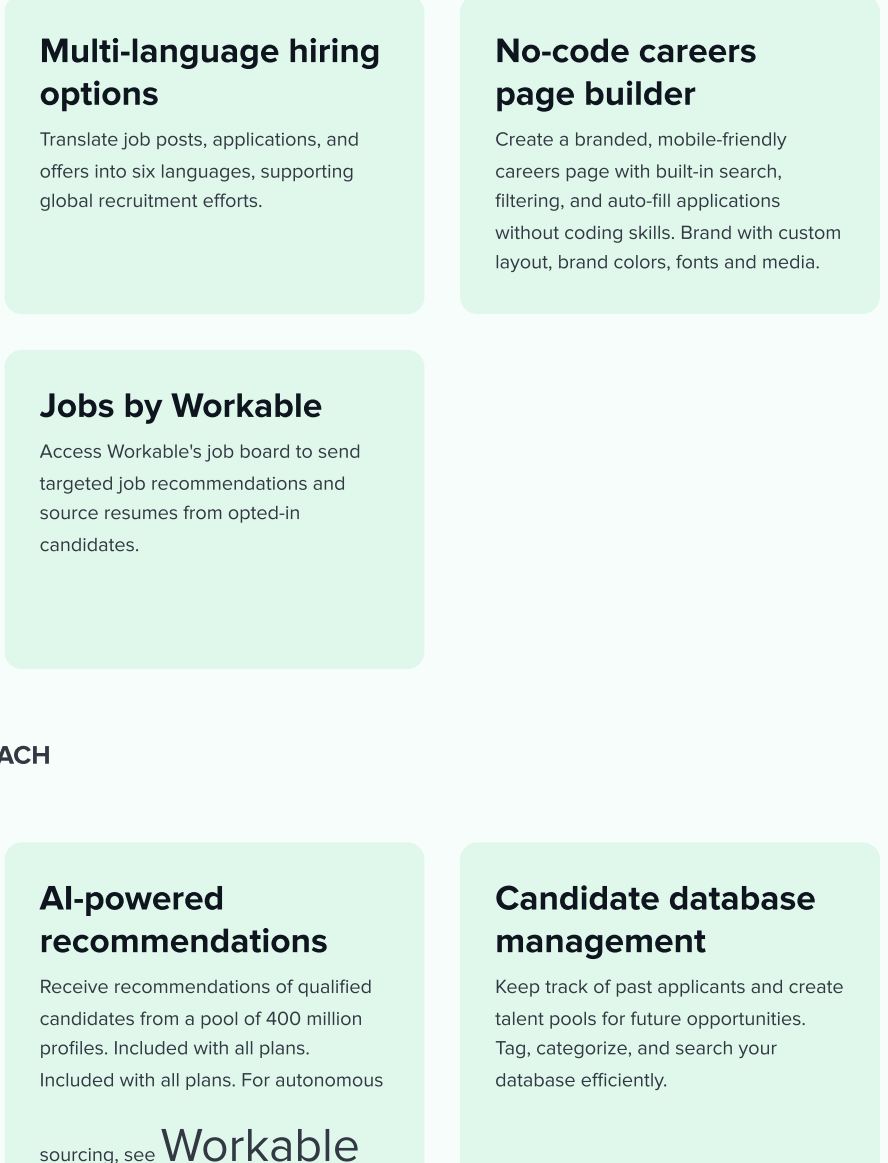


Your complete HR and hiring platform

Workable brings together recruiting, hiring, and people management in one integrated platform. Whether you're a startup or an enterprise, get the tools to hire the best talent and build a thriving workplace.



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.
- 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 customizations.
- Multi-language hiring options**
Translate job posts, applications, and offers into six languages, supporting global recruitment efforts.
- 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 recommendations**
Receive recommendations of qualified candidates from a pool of 400 million profiles. Included with all plans. Included with all plans. For autonomous sourcing, see [Workable](#).
- 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.

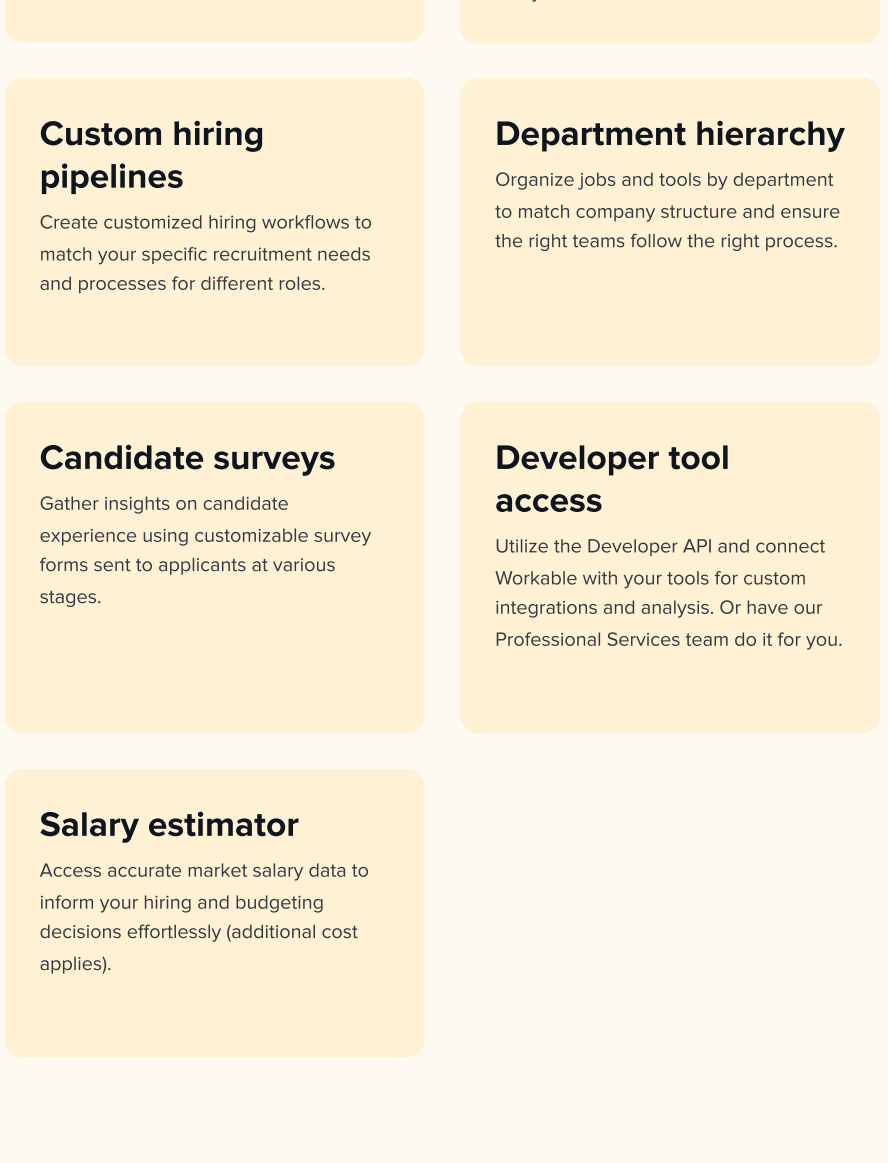
RECRUITMENT MARKETING

- 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.
- LinkedIn RSC integration**
Connect Workable to LinkedIn Recruiter System Connect (RSC) to access information when and where you need it, without having to switch between platforms.

Referral management dashboard

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

Applicant tracking system | ATS



CANDIDATE EVALUATION

- Talent CRM database**
Manage all applicants in one searchable database, with easy filtering and organization of candidate information.
- AI-powered candidate screening**
Get AI-powered insights on candidate profiles, including match scores and requirement checklists.

Standardized interview tools

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

One-way video interviews

Conduct one-way video interviews to efficiently screen candidates at scale, replacing traditional phone screenings.

Science-backed assessments

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

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.
- Candidate profile sharing**
Share candidate profiles with team members to gather feedback, facilitate discussions, and prepare for interviews collaboratively.
- 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.

Video conferencing integrations

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

Customizable user permissions

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

Third-party tool integrations

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

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 changed.

AUTOMATION AND HIRING

- Automated recruitment tasks**
Create custom email templates and workflows to automate repetitive tasks based on job, department, or hiring stage.
- Offer letters and approval workflows**
Speed up sign-off and get signatures faster with offer letter templates, approval workflows, e-signatures and more.
- GDPR, CCPA and EEOC/CFR compliance**
Use automated tools and reports to maintain compliance with GDPR, CCPA, EEOC/CFR, and other regulations across jurisdictions.
- Requisition and budgeting workflows**
Keep stakeholders aligned with a centralized workspace for budgeting, hiring and requisition approval workflow management.

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 more - for complete visibility across your data.

Custom hiring pipelines

Create your 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.

Developer tool access

Unlock the Developer API and connect Workable with your tools for custom integrations and services. Or have our Professional Services team do it for you.

REPORTING

- Pre-built reports**
Instant insights with ready-made reports for pipeline performance, time-to-hire, diversity, and source effectiveness - fully editable to match your workflow.
- Filter by any metric or dimension**
Slice, dice, by team, department, location, job type, or source to uncover trends and spot bottlenecks instantly.
- Export your reports**
Export reports to Excel, CSV, or PDF, or share them directly inside Workable with role-based access and scheduled email delivery.

Custom report builder

Create reports from scratch using any field or metric across recruiting and HR. Combine tables, charts, and KPIs to track exactly what matters.

Customizable dashboards

Build dashboards with your saved reports, rearrange charts and tables, and give every stakeholder a view tailored to their goals.

Automated report emails

Send dashboards or reports automatically on your chosen cadence - daily, weekly, or monthly - to keep stakeholders informed without manual effort.

BI-data link

Connect Workable data to your organization's BI tools for deeper analytics and cross-system reporting.

ACCESS AND PERMISSIONS

- Preset roles for Recruiting and HR**
Workable comes with predefined roles for Recruiting and HR teams - like Recruiter, Hiring Manager, Contributor, and Reviewer - each with built-in permissions that fit common hiring workflows.
- Governed data sharing**
On the Enterprise plan, when reports or dashboards are shared, Workable automatically applies role-based visibility so stakeholders only see permitted information.
- Audit logging**
Track every change to roles, reports, and permissions for full visibility and compliance peace of mind.

Customizable roles and permissions

Adapt default roles to your process by applying additional permission sets. Choose exactly what people can see and do, from editing jobs to viewing reports, for precise control without complexity.

Advanced permission sets

Layer additional access controls on top of roles to support specialized needs - such as Finance, IT, or regional leads - defining who can view, edit, comment, or approve.

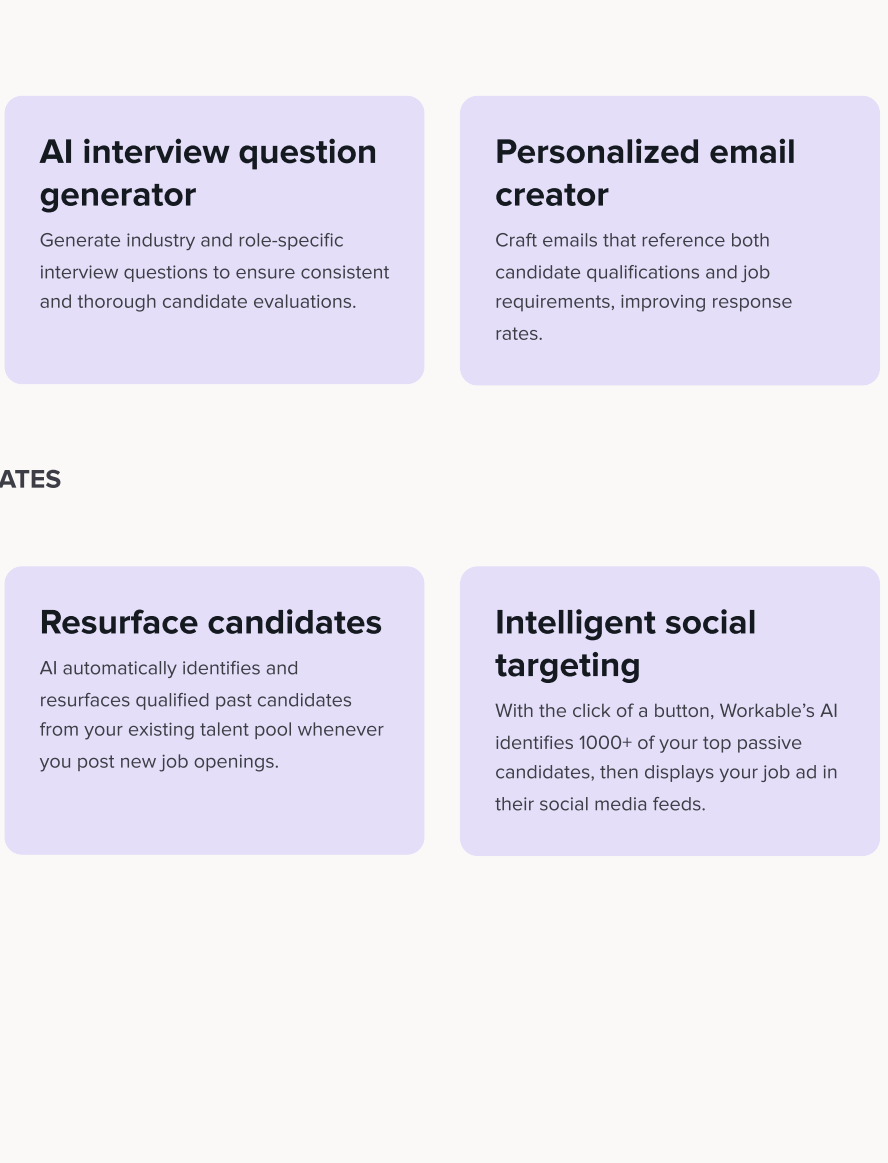
Smart user access and invites

Invite new users in seconds or let colleagues join automatically using your company email domain. When added to a hiring team, accounts are created and given the right role for that job.

Single sign-on and provisioning

Secure your account with SSO, and for Enterprise customers, enable SCIM provisioning to sync users and deactivate accounts automatically.

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.
- Custom onboarding tasks**
Create custom tasks for new hires, line managers, and admins to complete during an employee's onboarding.

Role-specific onboarding templates

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

Onboarding progress dashboard

Track the status of each new hire's onboarding journey, 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.
- Fillable document templates with e-signatures**
Create branded, fillable document templates for easy employee review and digital signing.
- Employee lifecycle management**
Manage the entire employee journey. Features include hiring, onboarding, performance reviews, and offboarding.

Self-service employee records

Allow employees to update their own personal details with approval flows and change history tracking, reducing manual data change requests.

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

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.

Organized, searchable company file storage

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

Searchable employee directory

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

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 changed.

Time and attendance system

TIME OFF AND ATTENDANCE

- Create custom work schedules**
Create fully customizable work schedules from scratch, with work location and working model included.
- Import and manage holidays**
Easily import and customize holiday schedules by location or role, then share and apply company holiday information for all employees.

Time off policy setup

Configure and manage time off policies based on your company's specific needs, accommodate for different employee types, schedules, or locations, and create advanced accrual cycles.

Detailed reporting

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

Shift management

Manage employee work schedules, time off, work location, and work hours from one unified view in the Workable Calendar.

PERFORMANCE REVIEWS

- Configurable performance review forms**
Create tailored review templates for your performance management process with configurable question types for different roles or departments.
- Performance analytics**
Track progress, generate comprehensive performance management reports, and identify top performers and areas for improvement overtime.

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.

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

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.

AI-powered tools across the platform

WORKABLE AGENT

- Autonomous recruiting workflow**
Workable Agent runs sourcing, outreach, screening, and candidate engagement in sequence - progressing through each stage automatically without waiting for manual input.
- Explainable candidate scoring**
Each match score includes a stated reason. Protected characteristics are excluded from scoring by design, and every Agent action is logged for transparency and compliance.

AI-driven candidate conversations

The Agent messages candidates directly to confirm interest and collect missing information, handling early-stage communication without recruiter involvement.

Prioritized candidate shortlists

When the Agent completes its work, it delivers a ranked shortlist of candidates who have already been sourced, screened, and engaged - ready for the hiring team to review.

CREATING CONTENT

- AI job description generator**
Create role-specific job descriptions tailored to your company in seconds, 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.

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.

AUTOMATING TASKS

- Intelligent resume parsing**
Automatically extract and anonymize key details from resumes, populating data fields accurately for unbiased screening.
- Workable Assistant**
Get expert HR insights and guidance to help your team work smarter, every step of the way.

Automated candidate outreach

Generate personalized outreach emails to potential candidates based on their skills and job requirements. Included with all plans. For autonomous sourcing, see Workable Agent.

Real-time salary estimator

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

Additional features

SERVICE AND SUPPORT

- Dedicated Account Manager**
Receive personalized assistance and strategic guidance from a dedicated account manager with regular check-ins and priority support.
- Training sessions**
Participate in tailored virtual training sessions designed for power users to maximize Workable expertise.

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.

ONBOARDING AND IMPLEMENTATION

- Rapid system setup**
Get your teams onboarded in Workable within days, with ongoing support from dedicated product specialists.
- 270+ partners and integrations**
Workable connects to the tech you're already using. Just flip a switch and connect everything together.

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.

SECURITY AND COMPLIANCE

- Certified data protection**
Trust us with your data. Workable is ISO 27001, 27002, SOC 2 Type II, and SOC 3 certified to protect your sensitive data.
- 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.

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.