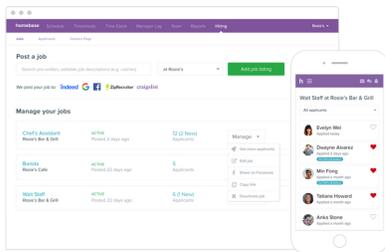


homebase

# Introducing Hiring. A free, easy, & quick way to find your next employee.



Finding employees is the **#1** challenge faced by business owners.  
Access **1M+** candidates with Homebase.

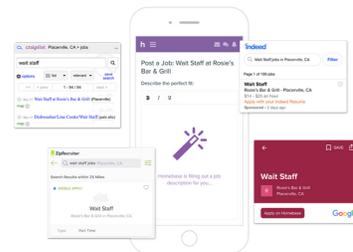
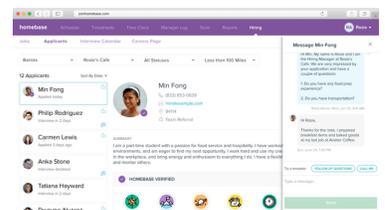


### Job Description Templates

Start by using one of the 130+ pre-written job descriptions (that have been extensively tested!) for the most common roles, or create your own custom job descriptions.

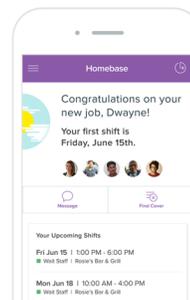
### Track & Message Candidates

No matter where your applicants come from, you'll see them all in one place. Send messages to candidates, and easily schedule interviews too.



### Post to Top Job Boards

Once you've customized the job description, syndicate it to the top online job boards in just a few clicks — for free.



### Hire & Onboard Quickly

Once you've found your next great hire, you can add them to your Homebase schedule and timesheets in just one click.

**"I prefer Homebase Hiring over any of the other sites since it simplifies the hiring process for me - I can track who I've seen, who I need to contact, and who I have scheduled an interview with."** - Mary C, Owner at Dak & Bop

# Hiring available in every plan, for every team.

---

## 1 Your First Job Post (1 min)

*Homebase will post your job to Indeed, Google, Facebook and ZipRecruiter for free.*

1. In Homebase, click the "Hiring" tab from the top menu, type in the role you are looking to hire and click "Continue".
2. Homebase will write a job description for you! Make any edits and additions you need.
3. Click "Post Your Job". Homebase will send your job post to popular job boards.

---

## 2 Your First Candidate (2 min)

*Candidates will all appear in Homebase, regardless of the job board they applied through.*

1. As applicants apply, they will all appear in Homebase. Review their application and résumé.
2. Give a candidate a thumbs up or down so you can easily filter applications.
3. Message candidates and schedule interviews right in Homebase. We will even send them a reminder an hour before their interview.
4. Track candidates through the process with "Applied", "Interviewing", "Hired", and "Declined".

---

## 3 Your First Hire (1 min)

*Be sure to invite the new employee to get the Homebase app so they can receive shift reminders messages, and more!*

1. Found someone you want to hire? Simply mark the applicant to "Hired" and they will move to your team roster automatically.
2. Visit the Team page to add wage and role to their profile.
3. Hire as many applicants as you need for each role. If you no longer are looking, you can deactivate the posting. Reactivate whenever you need.