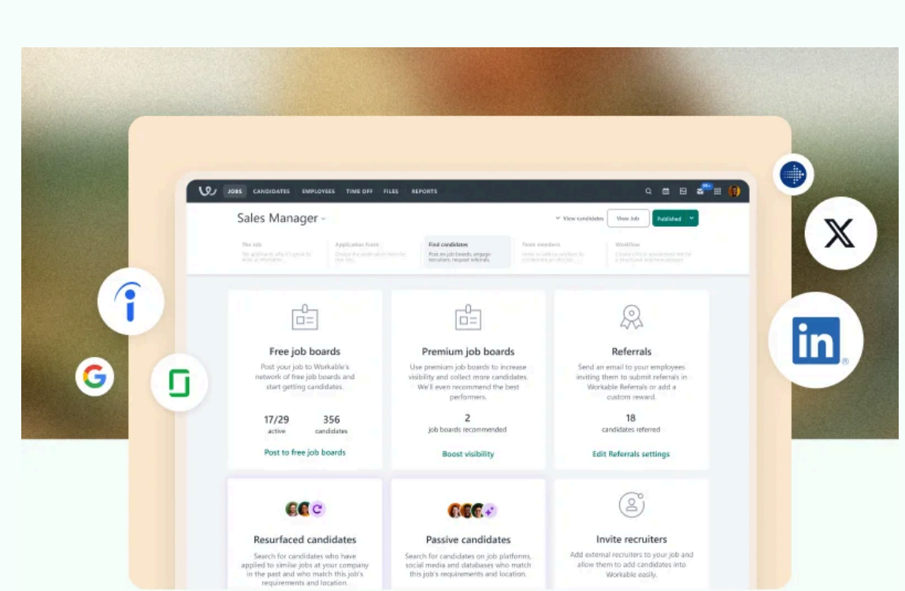
Your complete HR and hiring platform

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.

Multi-language hiring options
Translate job posts, applications, and offers into nine languages, supporting global recruitment efforts.

No-code careers page builder
Create a branded, mobile-friendly careers page with built-in search, filtering, and auto-fill applications without coding skills. Brand with custom layout, brand colors, fonts and media.

Jobs widget and 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 customization.

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 candidate recommendations
Receive AI-generated recommendations of qualified candidates based on your job ad from a pool of 400 million profiles. Included with all plans. For autonomous sourcing, see Workable Agent.

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 Google Chrome extension.

RECRUITMENT MARKETING

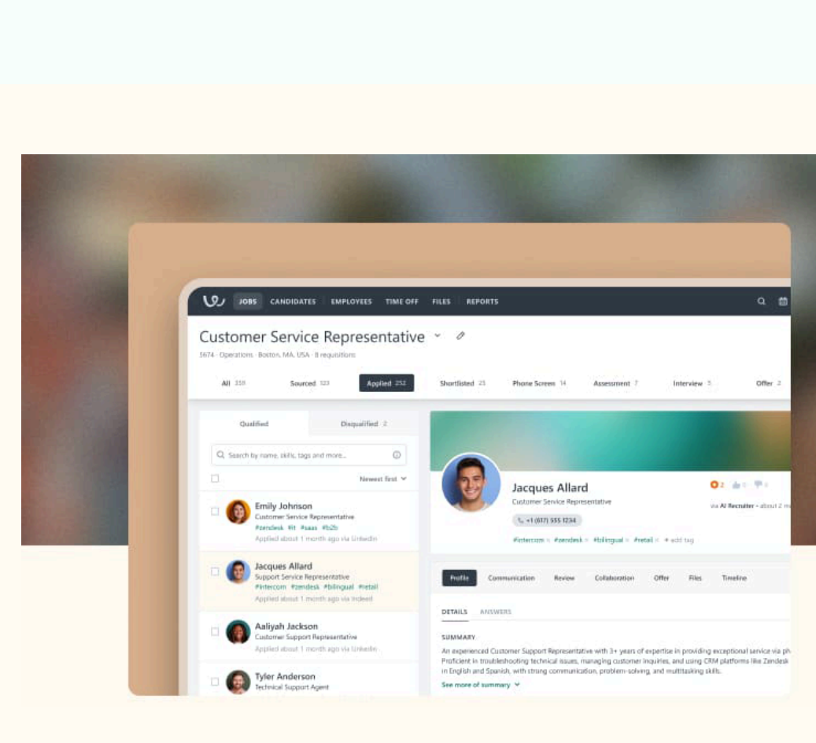
Mobile-optimized application forms
Offer candidates easy-to-use, mobile-friendly application forms with auto-fill and one-click application options.

Employee referral program
Set up an internal job board with automatic notifications, easy submission options, social sharing tools, and a gamified reward system.

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

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.

Applicant tracking system | ATS



CANDIDATE EVALUATION

Talent CRM database
Manage all applicants in one searchable database, with easy filtering and organization of candidate information.

Anonymized screening
Hide identifying candidate details during initial resume review to promote fair evaluation based on qualifications.

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

AI-powered candidate screening
Get AI-generated summaries of candidate profiles, including match scores and requirement checklists.

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.

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

Third-party tool integrations
We integrate with 70+ recruiting and HR tools, so you can assess, background check and onboard your next great employee, all in Workable.

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

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

Customizable candidate profiles
Add custom fields to candidate profiles to track relevant information while protecting sensitive data like salary details.

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.

Candidate self-scheduling
Empower candidates to book interview slots directly. Reduce back-and-forth emails with automatic calendar syncing and time zone detection.

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.

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 integrate with BI tools for in-depth analysis.

Offer letters and approval workflows
Speed up sign-off and get signatures faster with offer letter templates, approval workflows, e-signatures and more.

Custom hiring pipelines
Create 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.

GDPR, CCPA and EEOC/OFCCP compliance
Use automated tools and reports to maintain compliance with GDPR, CCPA, EEOC/OFCCP, and other regulations across jurisdictions.

Candidate surveys
Gather insights on candidate experience using customizable survey forms sent to applicants at various stages.

Developer tool access
Utilize the Developer API and connect Workable with your tools for custom integrations and analysis. Or have our Professional Services team do it for you.

Requisition and budgeting workflows
Keep stakeholders aligned with a centralized workspace for budgeting, hiring and requisition approval workflow management.

Salary estimator
Access accurate market salary data to inform your hiring and budgeting decisions effortlessly (additional cost applies).

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.

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.

Access all data fields
Report on every available field - jobs, candidates, offers, interviews, referrals, and more - for complete visibility across your data.

Filter by any metric or dimension
Slice results by team, department, location, job type, or source to uncover trends and spot bottlenecks instantly.

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

Create and save your own reports
Save custom configurations as reusable templates and quickly reload them to compare time periods, regions, or business units.

Export your reports
Export reports to Excel, CSV, or PDF, or share them directly inside Workable with role-based access and scheduled email delivery.

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.

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.

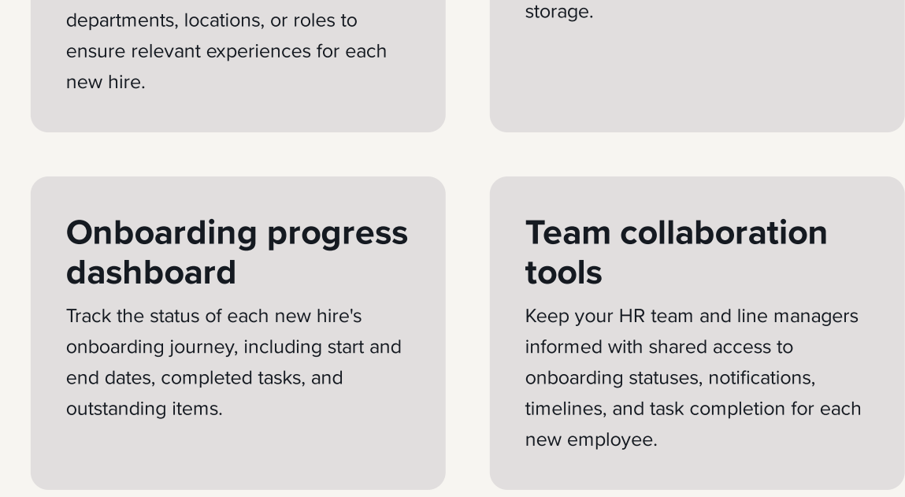
Governed data sharing
On the Enterprise plan, when reports or dashboards are shared, Workable automatically applies role-based visibility so stakeholders only see permitted information.

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
Secure your account with SSO, so your team can log in easily and safely, every time.

Audit logging
Track every change to roles, reports, and permissions for full visibility and compliance peace of mind.

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.

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

Simplified document management
Simplify the collection and organization of new hire paperwork with e-signature capabilities and secure document storage.

Custom onboarding tasks
Create custom tasks for new hires, line managers, and admins to complete during an employees onboarding.

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 dashboards, notifications, timelines, and task completion for each new employee.

EMPLOYEE MANAGEMENT

Flexible employee profiles
Use customizable profile templates to collect employee information, using conditional field logic to show, hide, or populate fields dynamically.

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

Organized, searchable company file storage
Store and manage company-wide documents and e-signed files securely with controlled access.

Fillable document templates with e-signatures
Create branded, fillable document templates for easy employee review and digital signing.

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

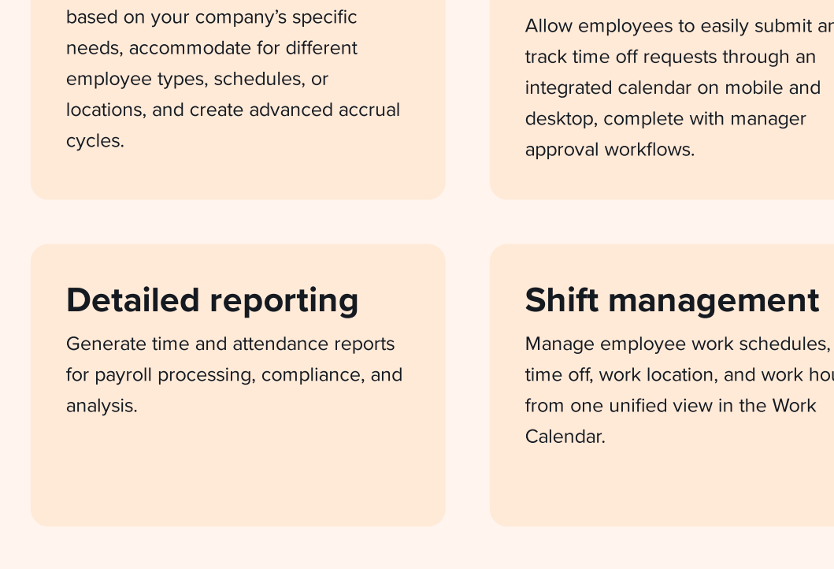
Searchable employee directory
Find and connect with any employee using search and filter options within the organization.

Employee lifecycle management
Manage the entire employee journey. Features include hiring, onboarding, data management, time off, performance reviews, and offboarding.

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.

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.

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.

Simple time-off requests
Allow employees to easily submit and track time off requests through an integrated calendar on mobile and desktop, complete with manager approval workflows.

Import and manage holidays
Easily import and customize holiday schedules by location or role, then share and apply company holiday information for all employees.

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 Work Calendar.

PERFORMANCE & ENGAGEMENT

Configurable performance review forms
Create tailored review templates for your performance management process with configurable question types for different roles or departments.

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.

Performance review meetings
Ensure feedback is collected. Schedule and run meetings between team members directly within a review cycle, with the option of making them mandatory.

Employee surveys
Run engagement surveys in Workable, with anonymity settings built in, and intuitive result sharing.

Performance analytics
Track progress, generate comprehensive performance management reports, and identify top performers and areas for improvement over time.

PAYROLL

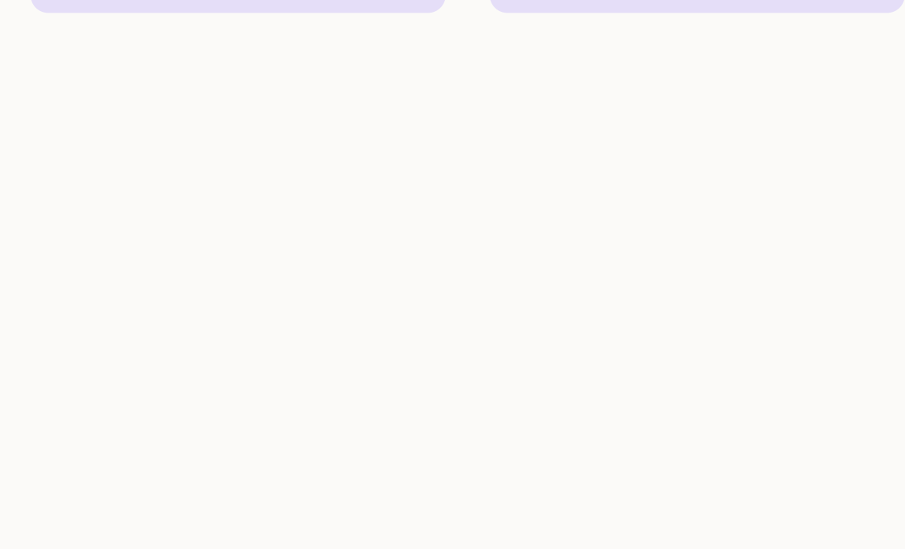
Payroll processing tools
Generate custom payroll reports in seconds, automate calculations for various pay types, and manage multiple pay schedules with a range of templates.

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.

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

AI-powered tools across the platform



I am looking to hire a Finan|

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.

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.

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.

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.

SOURCING & MATCHING CANDIDATES

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.

AI-assisted applicant screening
Match candidates to job requirements using semantic analysis to see skill/experience matches easily, enabling faster and more accurate profile screening. Included with all plans. For autonomous sourcing, see Workable Agent.

AUTOMATING TASKS

Intelligent resume parsing
Automatically extract and anonymize key details from resumes, populating data fields accurately for unbiased screening.

Automated candidate outreach
Generate and send personalized outreach emails to potential candidates based on their qualifications 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.

Workable Assistant
Get expert HR insights and guidance to help your team work smarter, every step of the way.

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.

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.

Training sessions
Participate in tailored virtual training sessions designed for power users to maximize Workable expertise.

ONBOARDING AND IMPLEMENTATION

Rapid system setup
Get your teams operational on Workable within days, with ongoing support from dedicated product specialists.

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.

270+ partners and integrations
Workable connects to the tech you're already using. Just flip a switch and connect everything together.

SECURITY AND COMPLIANCE

Certified data protection
Trust us with your data. Workable is ISO 27001, 27017, SOC 2 Type II, and SOC 3 certified to protect your sensitive data.

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.

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.