Recruitment

Open jobs, candidates, and the hiring pipeline from applied to hired.

- How recruitment works

How recruitment works

Recruitment covers everything from opening a vacancy to hiring a candidate. Verified live on demo.blueonehr.com, 2026-09-13, signed in as an HR Head.

https://www.youtube-nocookie.com/embed/Ua7cEUobwfU

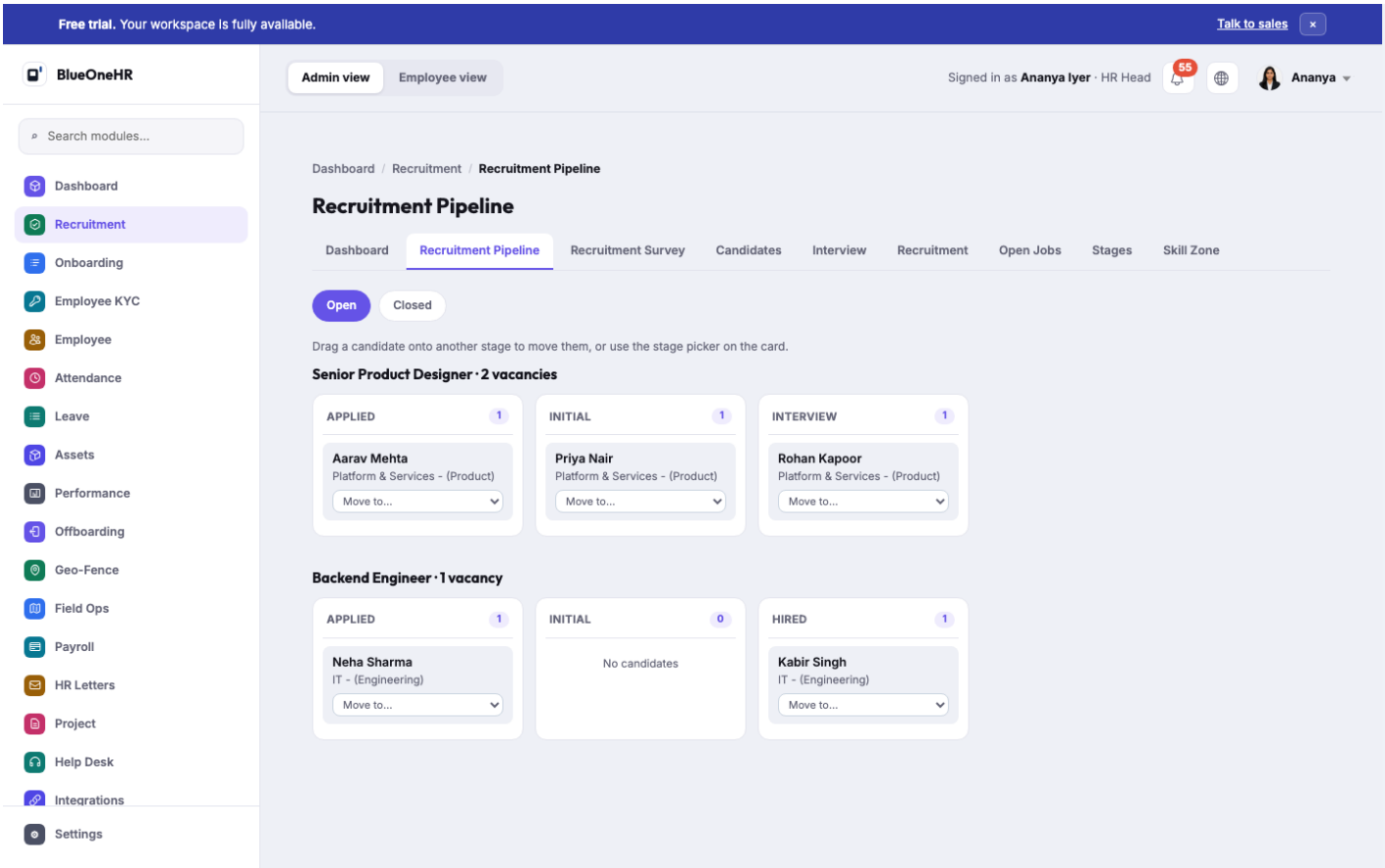
Find your way around Recruitment: jobs, candidates and the pipeline

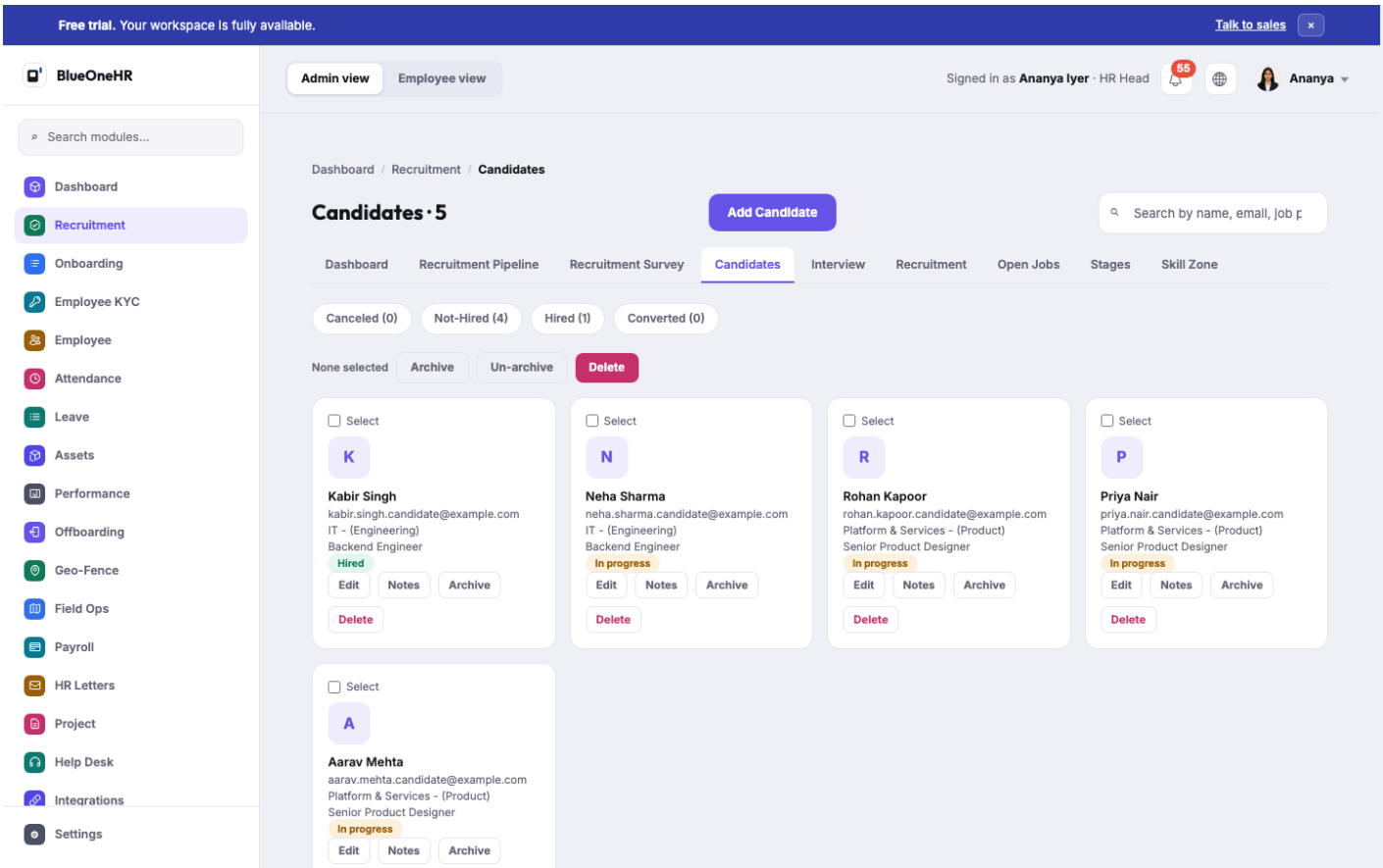
The pieces

Screen	What it is for
Dashboard	An overview of open positions and candidates in progress.
Recruitment	The vacancies themselves — a role, its department, and how many openings it has.
Open Jobs	Published openings, each showing how many people have applied against its capacity.
Candidates	Every candidate, filterable by Canceled / Not-Hired / Hired / Converted, with per-candidate Edit, Notes, Archive and Delete actions.
Recruitment Pipeline	A kanban board per vacancy — Applied → Initial → Interview → Hired (and further stages, if configured) — with a **Move to…** control on each candidate card.
Interview	Scheduling and recording interviews for candidates in progress.
Stages	The stage names a pipeline moves candidates through; configurable per organisation, not fixed.
Skill Zone	A separate pool, distinct from active candidates — not exercised in this pass.
Recruitment Survey	Candidate-facing survey configuration — not exercised in this pass.

What was actually observed

On demo.blueonehr.com, two open jobs were live: **Senior Product Designer** (Platform & Services, 3 applied of 2 capacity) and **Backend Engineer** (IT, 2 applied of 1 capacity) — both **over capacity**, which the product does not appear to block; it is shown as information, not enforced as a hard limit. Five candidates existed in total: four **In progress** and one already **Hired** (Kabir Singh, moved through Applied → Initial → Interview → Hired for the Backend Engineer role, where the pipeline correctly showed 0 remaining in Initial once he was hired).





Capacity is informational, not a hard cap

Both open jobs observed had **more applicants than capacity** (3 of 2, and 2 of 1) and both were still accepting the recruitment pipeline workflow normally. Do not document capacity as something that blocks further applications or pipeline moves — what was actually observed is a number shown for the recruiter's benefit, not an enforced limit. If this needs to be stated more strongly either way, it should be confirmed against a written specification rather than assumed from this one observation.

After hire: Onboarding

A hired candidate moves to a separate **Onboarding** module (sidebar item of its own, next to Recruitment), which lists **Hired Candidates** and manages onboarding tasks and stages for them. This pass verified that the module and its URL exist and is reachable from a hired candidate's record; it was not exercised end-to-end, so the exact task-and-stage workflow inside Onboarding is not yet documented here. The Onboarding screens are described in [How onboarding works](#).

Related

- Adding an employee — whether Onboarding automatically creates the employee record, or whether that remains a manual step once onboarding completes, was not confirmed in this pass and should be checked before being stated as fact either way.