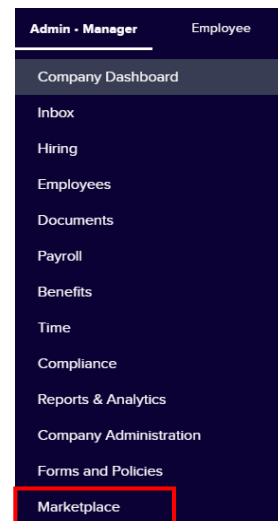


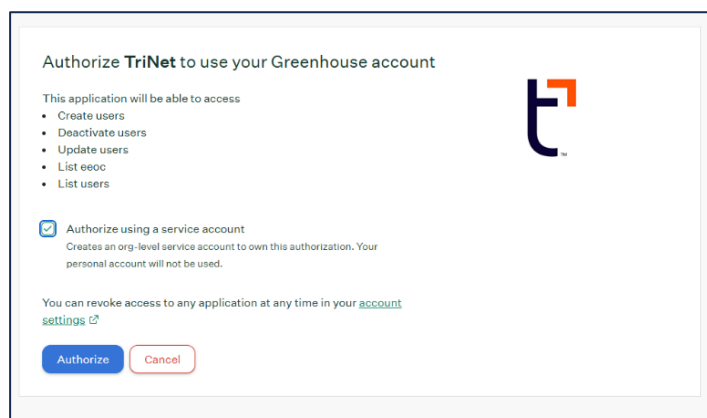
Complete the Integration

You will need the role of Integration Administrator to complete this set up. If you do not have this role, contact the HR Security role holder at your company. Make sure you are in the **Admin/Manager View**.

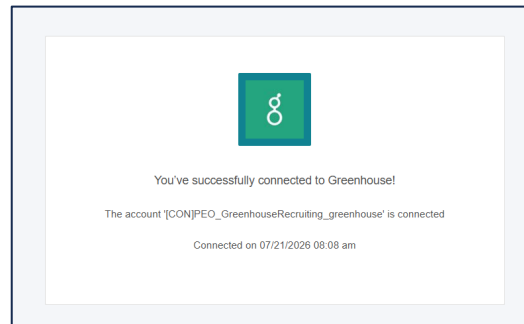
1. Log into Greenhouse with your admin account.
2. Click on **Marketplace** in the navigation menu.



3. Under **All Apps**, search for the **Greenhouse Recruiting** card and click **View Details**.
4. Click **Set up integration**. If setting up your first integration, you will be required to acknowledge the TriNet Legal Agreement when you begin. You will not be required to do this again with any future integrations. You are required to acknowledge our TriNet Legal Agreement when you begin.
5. **Connect to Greenhouse** – Simply click  , log into Greenhouse and authorize TriNet to access your Greenhouse information. Ensure the “Authorize using a service account” option is checked.



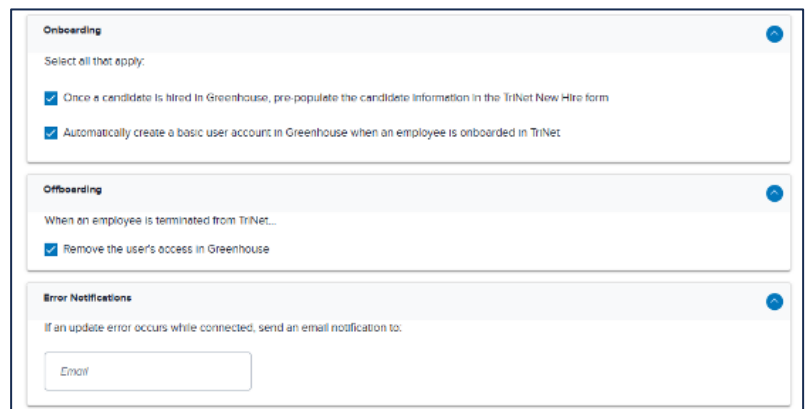
Note: Some clients may experience an issue after successfully connecting to Greenhouse and will see this screen.



If this happens, please return to the TriNet tab, go back to Marketplace and click on Set up Integration again. After doing so, the Greenhouse connection should show as Connected and you can proceed with the integration setup in Step 6.

6. After successfully connecting to Greenhouse, click **Next** to configure your integration.

7. **Onboarding** – When a candidate is hired in Greenhouse, indicate if the candidate's information should pre-populate in the TriNet New Hire form. Reversely, if an employee is onboarded in TriNet, indicate if a basic user account should be created in Greenhouse.

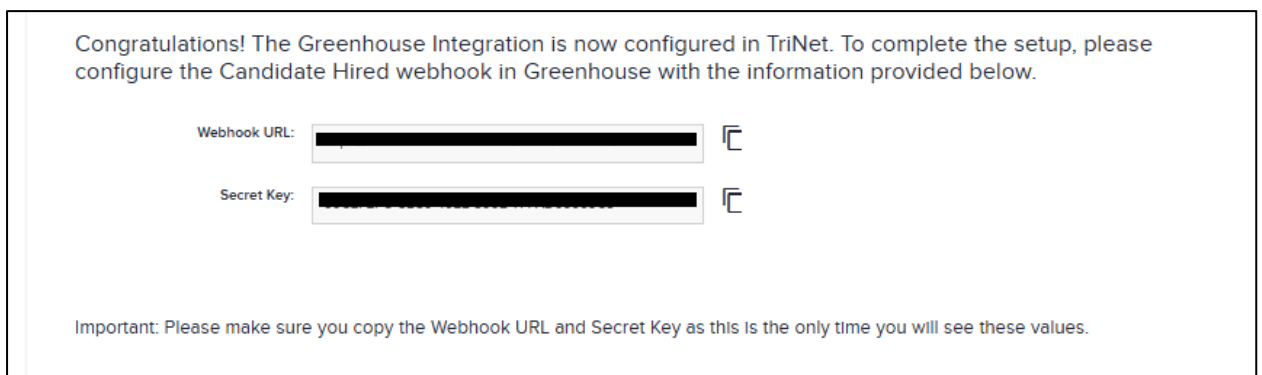


8. **Offboarding** – Indicate if the employee should be deactivated or not at Greenhouse if they are terminated at TriNet.

9. **Error Notifications** – If an update error should occur while connected with Greenhouse, indicate who should be notified via email. Multiple emails may be entered, separated by semicolons.

10. Click **Configure**.

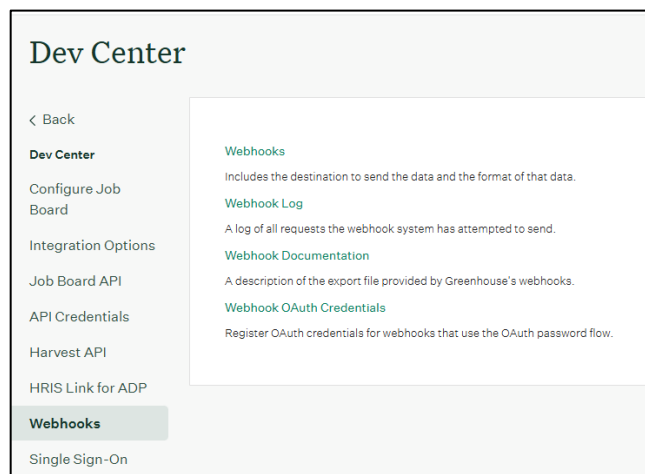
11. Collect the required webhook information



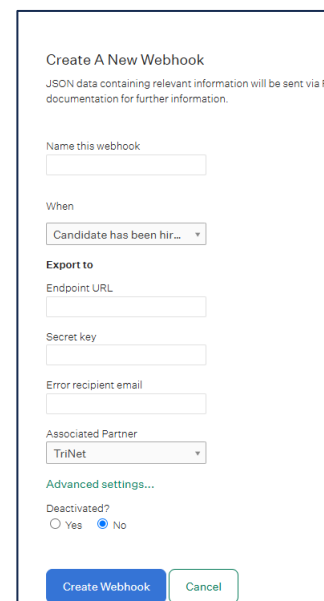
12. **Configure the Candidate Hired webhook in Greenhouse.** To transfer the hired candidate's information from Greenhouse to TriNet, the webhook needs to be configured.

For detailed information on webhook configuration, please refer to your Greenhouse documentation: <https://support.greenhouse.io/hc/en-us/articles/360005574531-Create-a-webhook>

13. In the Greenhouse Recruiting platform, go to **Configure/Dev Center/Webhooks**.
14. Select **Webhooks** to set up the destination to send the data to.



15. **Create Webhook** by entering the following data:
 - Webhook Name – Enter “TriNet Integration” or any name that will help you remember what it is.
 - When – Select “Candidate has been hired” option
 - Endpoint URL – Copy the value of the Webhook URL provided by TriNet.
 - Secret Key – Copy the value of the Secret Key provided by TriNet.
 - Error recipient email –(Optional) Provide the email address where error notifications can be sent.
 - Associated Partner – Choose TriNet from the dropdown list.
 - Click **Create Webhook**.



16. Back in the TriNet Platform, click **OK**.
17. Your application will now display under the **My Connected Apps** section.

Edit the Integration

If at any time you need to change your preferences previously selected during the integration set up, click the **Edit** button to make your changes.

Disconnecting the Integration

If at any time you need to disable the integration with Greenhouse, click the **Disconnect** button. Please note that this completely removes the integration and another setup will be required if you need to integrate with Greenhouse later.

Terminated Employees

If an employee is terminated at TriNet, their user account will be deactivated from Greenhouse if this preference was selected during the setup.

Email Notifications

If an error occurs while you are connected with Greenhouse, you will receive an email (if provided during setup) to inform you what the error is and a possible solution. The email will indicate the location of the error and the employee name. You may have to resubmit your corrected information or contact your TriNet Customer Experience Contact for assistance.

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