Welcome to ClimbHI Bridge!
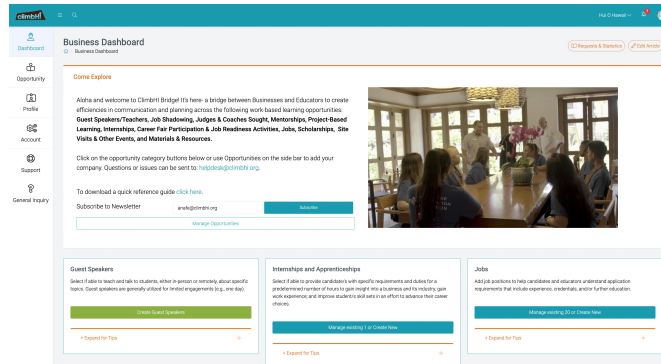
Let's get started:

Logging in
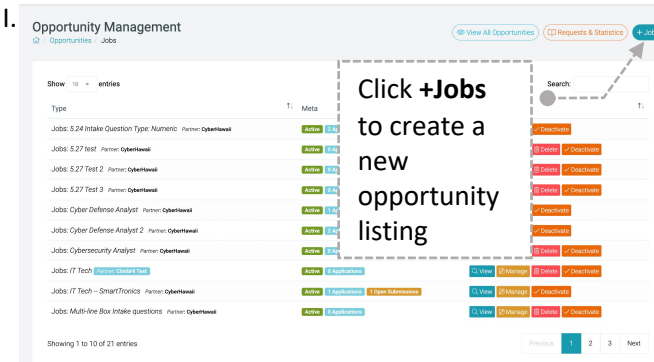
Log in to: https://bridge.climbhi.org/
Once logged in, you will be directed to the **Business Dashboard**
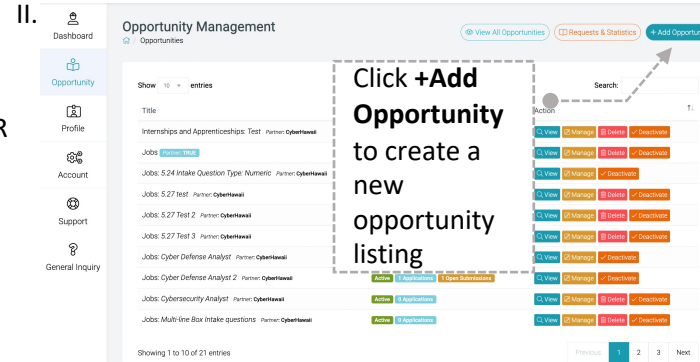

Step 1: Adding a New Opportunity

2 ways to add a new opportunity:

I.   Select opportunity type, select "Create New"
II. Use the menu bar on left-hand side, select Opportunity

I.

Click **+Jobs** to create a new opportunity listing

OR

II.

Click **+Add Opportunity** to create a new opportunity listing

Step 2: Fill in Opportunity Information

Select opportunity type**.**

Optional:
- Additional title
- Opportunity details
- Selecting pathways
- Grades
- Specific islands
- Language

Select **Hui O Hawaii** option in the Partnership drop down menu. Then, click Save.

To enable applicants to submit resumes, activate the opportunity.

Click the **Activate** button

Step 3: Create Intake Questions

Optional: Create custom intake questions

Preview listing to show the application in the Opportunity Seeker's view.

4 types of intake questions can be created:
- Numeric value
- Text box
- Multi-line text box
- Dropdown select

Step 4: Find Applications

- Select Opportunity type: ex. Jobs
- Select specific listing
- Scroll down to Submissions
- Click View
- Accept or Reject applications, or send a follow-up message

Note: Applicants can withdraw applications at any time.
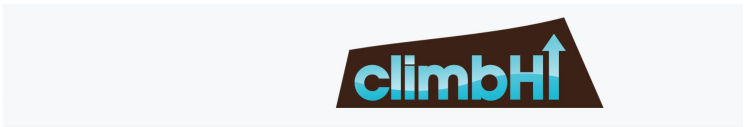
Businesses receive email notifications when:
- Business sends direct communication to applicants & applicant replies

To avoid flooding inboxes, notifications are not sent when applicants apply.

For further assistance, please reach out to helpdesk@climbhi.org

Intermediary Access

On the top-right hand of your dashboard,
select Intermediary in the drop-down menu.

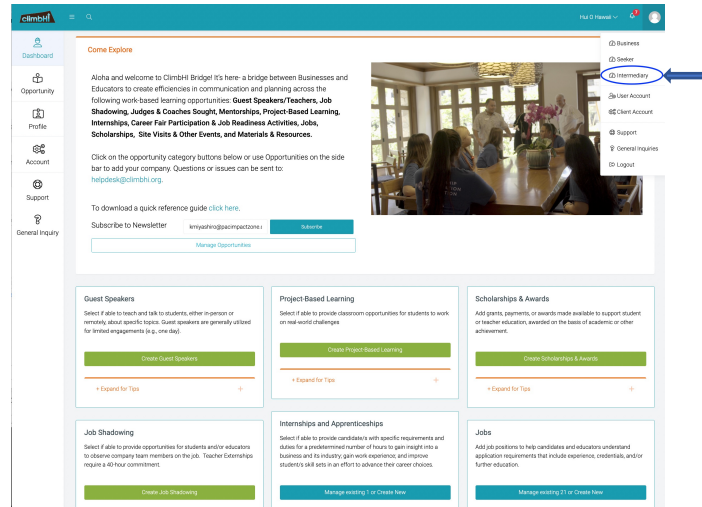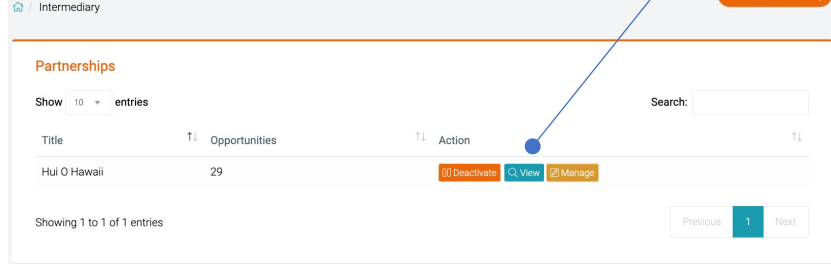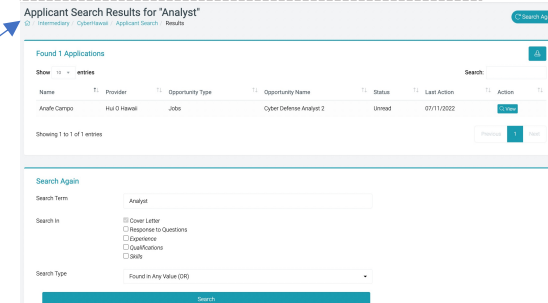Select "**View**" to enter into the Hui O Hawaii overall tracking.

Overall Tracking includes:

1. All opportunities
   - Hui O Hawaii must be selected in Partnership in opportunity loading
2. All applications
   - Applicants apply to all Hui O Hawaii Partnership Jobs
3. All businesses associated with Hui O Hawaii project.
   - All businesses assigned.
   - To add a business, contact helpdesk@climbhi.org
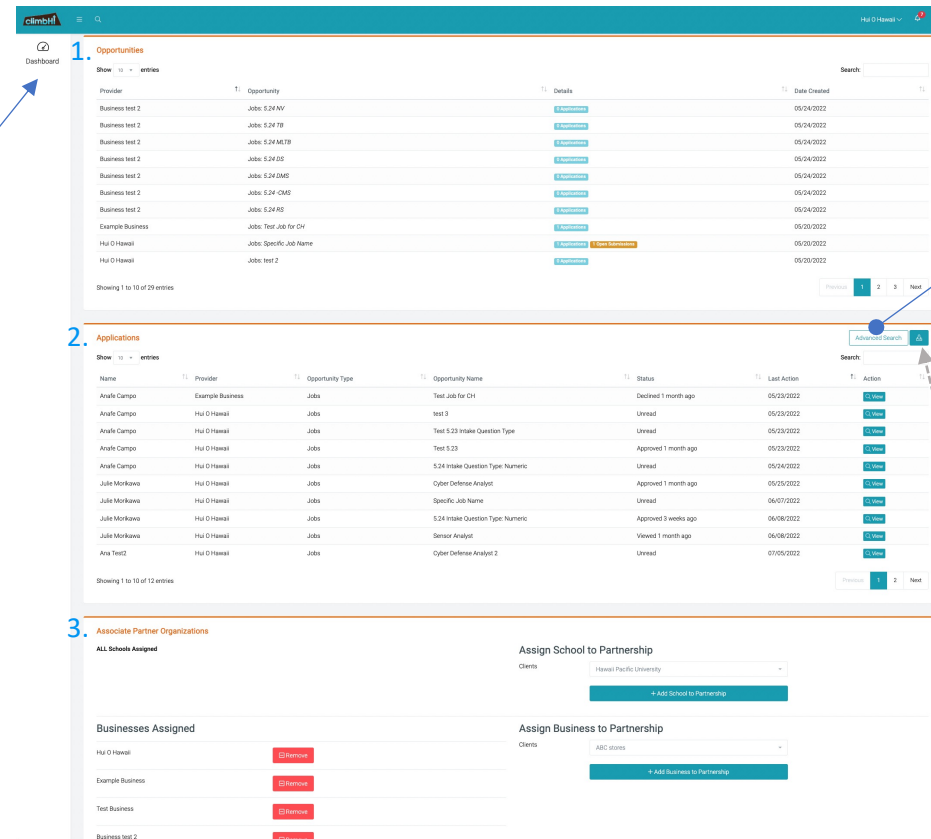
Click Advanced Search to search for specific applications with a specific term

Click the Export button to download all applications in a CSV file.

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