



TempWorks API Integration with Haley Marketing Career Portal

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Haley Marketing Career Portal Overview

Haley Marketing Group's Career Portal is a hosted solution that allows TempWorks users to easily post details of job opportunities to their corporate websites and manage candidate applications from within TempWorks. Key features of Haley Marketing's Career Portal include:

- Search Engine Optimization for each individual job opportunity, including optimization of URL, page title and meta descriptions based on job title and geographic location.
- Robust social media integration allowing jobs to be shared on Facebook, LinkedIn, Twitter, and via email.
- Ability to send jobs to job aggregators like ZipRecruiter, CareerJet and PostJobFree.com.
- RSS feeds of jobs by category or any search results.
- Mobile-optimized interface specifically designed for job seekers using smartphones.
- Keyword and proximity-based searching.
- Intelligent job alerts to automatically notify candidates of new opportunities.
- Automated and on-demand email marketing of job openings to encourage referrals and reactivation.

TempWorks Integration Overview

The Haley Marketing Group Career Portal integration with TempWorks uses TempWorks' API to pass data between the Career Portal and TempWorks. Jobs are pulled from TempWorks hourly and are posted to the Career Portal. Candidates can search for jobs and then apply. By default, candidate information is passed back into TempWorks via the API, or a client may choose to disable this feature.

Getting Started

Before implementing the TempWorks API integration with the Haley Marketing Group Career Portal, a Career Portal must be set up. The setup process includes creating a sub domain for the Career Portal (e.g., jobs.yourstaffingcompany.com) pointed to the IP address provided by Haley Marketing Group, creating a template for the Career Portal that will match or compliment the current website, and linking the Career Portal to the website. Your Haley Marketing Group Project Manager will assist with all of these steps.

Setting up the TempWorks API Integration

To set up the Haley Marketing Group Career Portal with the TempWorks API, you will need to request that TempWorks send the following information to Haley Marketing:

TempWorks API Credentials

TempWorks API Credentials	
Account SID:	
Auth Token:	

Once your project manager has this information, the integration will be configured, and job data will begin to flow into the Career Portal. At this time, it is recommended that you perform a complete run-through of the candidate experience, so you are familiar with the process.

If you have any questions from this point forward, please contact your project manager or Haley Marketing Success team via <http://helpme.haleymarketing.com>.

Posting Jobs to the Career Portal

All jobs marked as Job Status: “Active”, “Unfilled” and “Publicly Visible” in TempWorks will be published to the Haley Marketing Career Portal on your website. Jobs are posted, updated, and removed hourly, around the clock.

Field Mapping from TempWorks to the Haley Marketing Career Portal

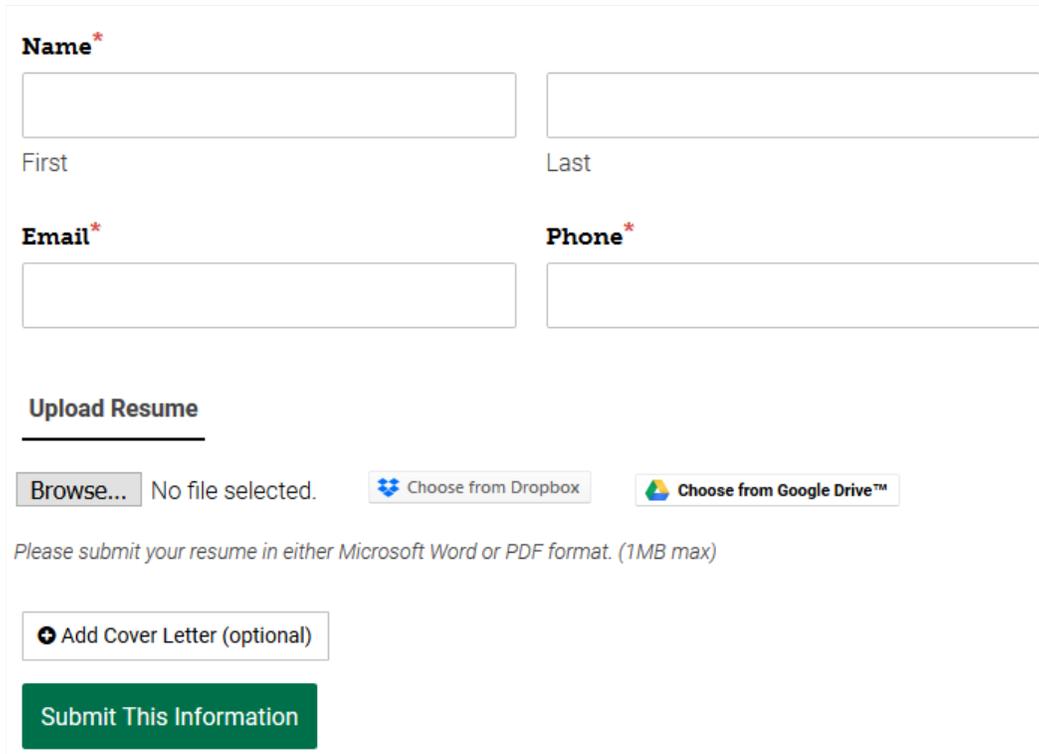
The fields in TempWorks that will be used to post jobs to the Haley Marketing Career Portal on your website follow:

JB Field Mapping	HMG JB Field	API Fieldname	TempWorks Display Fieldname
Required Fields	title	publicJobTitle	Public Job Title
	date	publishDateTime	Posting Date
	referencenumber	jobOrderId	Job Order Id
	address	address: street1	Worksite Address
	city	address: municipality	Worksite Address
	state	address: region	Worksite Address
	country	address: country	Worksite Address
	postalcode	address: postalCode	Worksite Address
	description	publicJobDescription	Public Job Description
	category	category	
Optional Fields	company	not supported	not supported
	jobtype	jobOrderType	Job Order Type
	Salary	pay	Pay Rate
	repmail	rep_user	Taken By
	branch	branchName	Branch

Candidate Entry into TempWorks

When a candidate comes to the Haley Marketing Group Career Portal on your website, he or she will search through the jobs and may choose to apply. There are different versions of our application which your project manager will review. The standard application process follows:

1. The candidate will complete the application and submit the form.



The screenshot shows a web form for candidate entry. It includes fields for Name (First and Last), Email, and Phone. Below these is an 'Upload Resume' section with a 'Browse...' button, a 'No file selected.' message, and two buttons for 'Choose from Dropbox' and 'Choose from Google Drive™'. A note specifies: 'Please submit your resume in either Microsoft Word or PDF format. (1MB max)'. There is also a checkbox for 'Add Cover Letter (optional)' and a green 'Submit This Information' button.

2. The Haley Marketing Career Portal queries TempWorks to see if the applicant's email address exists in any TempWorks candidate record.

If a match is not found, a new Employee record will be created, and an Order Candidate is added to Messages on the Employee Record and on the Job Order. An application notification is sent to the default owner of the job (Taken By). If a resume is uploaded during the application process, it is added to the documents tab and displayed in the Resume section on the candidate.

If a match IS found, an Order Candidate is added to Messages on the existing Employee Record and on the Job Order. An application notification is sent to the default owner of the job (Taken By). If a resume is uploaded during the application process, it is added to the documents tab and displayed in the Resume section on the candidate.

Field Mapping into Candidate Records

Haley Application fieldname	TempWorks fieldname
First Name	Personal: First Name
Last Name	Personal: Last Name
Email	Contact Information: Email
Branch	Personal: Branch*
Phone	Contact Information: Phone
Address	Addresses: Permanent Address: Street
City	Addresses: Permanent Address: City
State/Province	Addresses: Permanent Address: State
Zip Code	Addresses: Permanent Address: Zip Code
Cover letter	Added to Messages under Candidate Record
Resume	Resume – subsequent resumes after first application REPLACE the resume in the Resume field, but all resumes are saved on Documents tab
Category (“Types of Jobs”)	Not supported (data goes into myHaley/notification only)
Referral source	How Heard Of**

* Quick Apply Defaults: Branch is set for candidates coming from external quick apply (like Indeed and ZipRecruiter) based on the job to which a candidate has applied. If no location is sent by an external source with the candidate data, a default state will be set based on the job applied for (or if not set on job, the client company state).

** Client must configure some standard referral sources, so they’ll sync from the Haley Career Portal into TempWorks. Please discuss with your project manager to ensure you have the sources you’ll need added to TempWorks. Examples of some of the most used sources are:

- job-board
- web-search
- referral
- social-media
- job-fair
- Indeed
- ZipRecruiter
- Google
- MyJobHelper
- Jobcase
- JobFueled
- StartWire
- PostJobFree

Application/Registration FAQ

What happens when a candidate registers or signs up on the Career Portal, or submits the Quick Apply form (Skip the Search)?

Candidate selects a branch on signup/quick apply and an employee record is created in TempWorks.

Do I have to have candidates entered into TempWorks?

You may request that the entry of candidate data into TempWorks be disabled; If this is requested, you will continue to receive application notifications, but no data will be passed via the API into TempWorks.

Why don't I see all my jobs?

Jobs will be posted that are Job Status: "Active", "Unfilled" and "Publicly Visible". If you don't see all your jobs, make sure that any missing jobs are published under branches that are **web public**.

Candidate Account Management

A candidate may return to the Haley Marketing Group Career Portal at any time and login using their email and either a magic link or a password. If the candidate does not know their password, they can request a reset.

myHaley and Career Portal Customization

You will notice that there are several areas of the Career Portal that can be customized to meet your company's individual needs. For example, you may change field labels, you may turn on or off proximity search, etc.

The back-end interface for your Career Portal is called myHaley. This is where you can adjust settings for your Haley Marketing Career Portal, such as hiding, displaying, or relabeling fields on your jobs, managing Recruiter Bio information, managing Category Mailings, enabling job aggregator syndication, social sharing settings, and much more. Your project manager will provide login information during the setup of your Career Portal, as well as more documentation on myHaley functions.

Because your job data comes from your ATS, you shouldn't be adding/editing/removing jobs from myHaley, but there is a lot of information that you can access there, including job views, clicks, and applications. Any changes to jobs should be made in your ATS interface and will be updated hourly on the Haley Career Portal.

For details about logging into myHaley to customize your Career Portal, please refer to the Help Center:

<https://haleymarketing.zendesk.com/hc/en-us/articles/115000093586-Job-Board-Training-Guide>