



## **Job Board with eRecruit API Integration**

Still have questions? Please visit our help center at [helpme.haleymarketing.com](http://helpme.haleymarketing.com). Here you can search our knowledgebase, view training videos, and submit support tickets for additional assistance.



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## Haley Marketing Job Board Overview

Haley Marketing Group's Job Board is a hosted solution that allows eRecruit users to easily post details of job opportunities to their corporate websites and manage candidate applications from within eRecruit. Key features of Haley Marketing's job board 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, Google+ and via email.
- Ability to send jobs to job aggregators like Indeed, 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.
- Recruiter pictures and profiles can be associated with each job to help build relationships.

### **eRecruit Integration Overview**

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

### **Getting Started**

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

### **Setting up the eRecruit API Integration**

In order to set up the Haley Marketing Group Job Board with the eRecruit API, you will need to provide the following information to Haley Marketing Group:

- **eRecruit API Credentials**  
This is a URL and username/password which allows the Haley Marketing Group Job Board to access the data in your eRecruit account to pass data back and forth between the job board and eRecruit. If you don't have this type of account set up, please contact your eRecruit support team. The user account should be used only by Haley Marketing, to avoid disruption to any other services you may be using with other vendors. This user account must remain active and unchanged as long as you use the Haley Marketing Group Job Board with eRecruit API integration. Changing this user will result in the integration process failing.
- **eRecruit GUI Credentials**  
This is a URL and username/password which allows the Haley Marketing Group Job Board to access the data in your eRecruit account for testing and troubleshooting purposes. If you don't have this type of account set up, please contact your eRecruit support team.
- **eRecruit Entity ID(s)**  
Your Haley Marketing job board integration supports up to three entities on one job board. If you have more than one division's jobs in your entity, it may be necessary to use a filtering process. If you do not have a field in eRecruit that can be used to filter jobs, you can set up a custom field. [Read more here](#), and ask your project manager for details for your particular set up.

Once your project manager has this information, the integration will be configured and job data will begin to flow into the job board. 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 Haley Marketing via <http://helpme.haleymarketing.com>.

### **Customizing the Haley Marketing Group Job Board**

You will notice that there are several areas of the job board that can be customized to meet your company's individual needs. For example, you may choose to display or not display the recruiter bios image and description, you may change field labels, you may turn on or off proximity search, etc.

For details about customizing your job board, please refer to the Help Center:

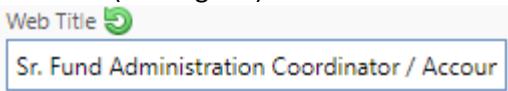
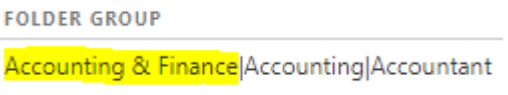
<https://haleymarketing.zendesk.com/hc/en-us/articles/115000093586-Job-Board-Training-Guide>

## Posting Jobs to the Job Board

All open, internally published jobs in eRecruit will be published to the Haley Marketing Job Board on your website. Jobs are posted, updated and removed hourly.

## Field Mapping from eRecruit to the Haley Marketing Job Board

The fields in eRecruit that will be used to post jobs to the Haley Marketing Job Board on your website follow:

eRecruit Field	Haley Marketing Job Board Field	Location in eRecruit
PositionID	Job Number	Displayed in the title at the top of the posting in eRecruit
WebPositionTitle	Job Title	Web Title (Posting tab) 
PositionType	Employment Type	Optional field – Position Type (Position tab - general section)
CategoryName	Industry/Category (categories)	Required – Folder Group (first value within Folder Group) 
DatePosted	Post Date	Date displayed on the job board
address	Location	From the eRecruit address object; Displayed with the state field as “Location”
address	State	From the eRecruit address object
WebDescription	Description	Required
ReplyToEmail	Recruiter	On Posting tab in eRecruit - Determines where application notification are sent and whose bio appears on each job (bio display is optional)

## Candidate Applications in eRecruit

When a candidate comes to the Haley Marketing Group Job Board on your website, he or she will search through the jobs and may choose to apply. The application process follows:

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

**Name\***

First

Last

**Email\***

**Phone\***

### Upload Resume

No file selected.



*Please submit your resume in either Microsoft Word or PDF format. (1MB max)*

- The Haley Marketing Job Board queries eRecruit to see if the applicant's email address exists in any eRecruit candidate record.

**If a match is found**, the candidate's application will be attached to the existing record.

**If a match is not found**, a new record will be created.

**Field Mapping into Candidate Records:**

Haley Marketing Application Field	eRecruit GUI Field Name
First Name/Last Name	Name
Email	Main Email
Address/City/State/Zip Code	Main Address
Phone	Home Phone
Cell Phone	Mobile Phone
Cover Letter	Attached to profile as text doc
Resume	Attached to profile
Why types of jobs...?	Not mapped to profile
How did you hear...? (or referral token)	Candidate Source

### Candidate Account Management

A candidate may return to the Haley Marketing Group Job Board at any time and login using his email and password. If the candidate does not know his password, he can ask for it to be emailed.

After logging in to the Haley Marketing Job Board, the candidate can update his address information, permission to email and password. The updated information will be updated on the candidate record in eRecruit. Subsequent applications will be added to the candidate record.