

Utilizing the Career Builder Integration

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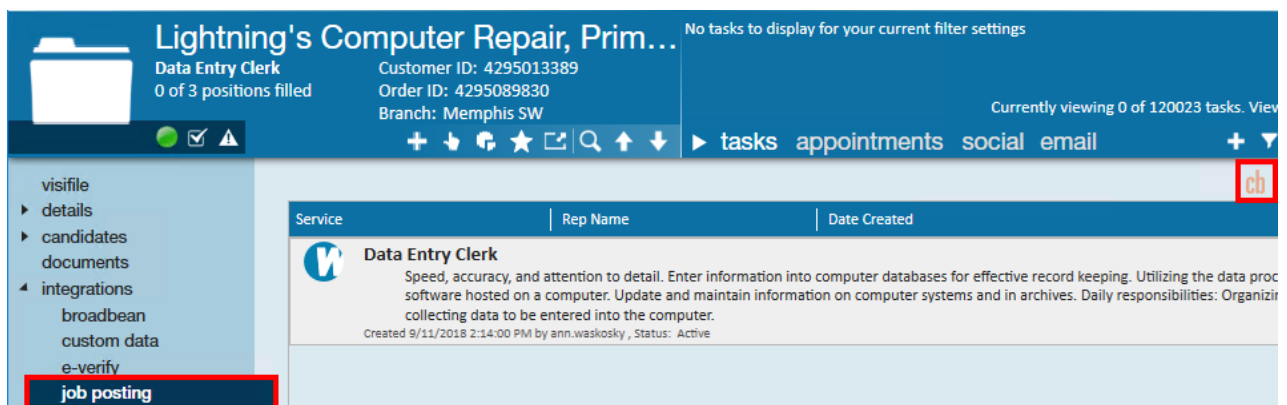
Utilizing the Career Builder Integration

The TempWorks Career Builder Integration allows orders in Enterprise to be posted directly out to Career Builder. Additionally, if someone applies to an Enterprise posting via Career Builder an employee record will automatically be created (after checking for duplicate records of course!) and they will be added as a web candidate (WCandidate) on the order.

Note This integration does require additional setup and an existing relationship with Career Builder. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

Posting Orders to Career Builder



To create a Career Builder job posting from Enterprise, navigate to the order → integrations → job posting. Once there, select the Career Builder icon.



This will open the Career Builder job posting form:

The screenshot shows the 'cb career builder' interface. At the top, there's a blue header with the logo and a close button. Below the header, the 'Job Title' is 'Data Entry Clerk' and the 'Job Type' is 'Admin - Clerical'. The 'Job Description' field contains the text: 'Speed, accuracy, and attention to detail. Enter information into computer databases for effective record keeping. Utilizing the data processing software hosted on a computer. Update and maintain information on computer systems and in archives. Daily responsibilities: Organizing files, collecting data to be entered into the computer.' Below the description, there are tabs for 'Compensation', 'Location', 'Job Information', 'Contact Information', and 'More Options'. The 'Compensation' tab is active, showing fields for 'Base Pay - Low', 'Base Pay - High', 'Bonus', 'Commission', and 'Pay Rate'. At the bottom right, there is a 'Save' button.

Upon selecting 'Save,' the posting will listed in the job posting page of the order:

Service	Rep Name	Date Created
 Data Entry Clerk Speed, accuracy, and attention to detail. Enter information into computer databases for effective record keeping. Utilizing the data processing software hosted on a computer. Update and maintain information on computer systems and in archives. <small>Created 1/9/2019 6:00:00 PM by ann.waskosky , Status: Queued</small>		
 Data Entry Clerk Speed, accuracy, and attention to detail. Enter information into computer databases for effective record keeping. Utilizing the data processing software hosted on a computer. Update and maintain information on computer systems and in archives. Daily responsibilities: Organizing files, collecting data to be entered into the computer. <small>Created 9/11/2018 2:14:00 PM by ann.waskosky , Status: Active</small>		

Application Parsing

Once an order has been posted to Career Builder, any applicants that do not already have an employee record in the system will automatically have one created. Additionally, Enterprise will catch duplicate records based on the applicant's SSN, first name, last name, email address, and/or phone number.

When an employee record is created via Career Builder, the resume is stored in the documents section and two messages are logged:

1. A message that states the record was created through the Career Builder Integration.
2. A message listing their status as a Web Candidate (WCandidate) for the Enterprise/Career Builder Order.

employee snapshot

Name: Abbott, Martha

Email Address: [empty]

Desired Location: [empty]

Hire Status: Eligible for Hire Rate Desired: [empty]

Notes: [empty]

Resume Received ☐ I9 On File ☐ Active ☒ Assigned ☐

phone/email: tempworkstesterz9991234567@yahoo.c...

messages

Date	Action	Message	Rep	Contact	Due
6/23/2015	WCandidate	WCandidate -- Prime Comp Comments:	mssqlengine		
6/23/2015	Message	Employee created through Career Builder Integration	mssqlengine		

Users can right click the WCandidate message to view the Order:

messages

Date	Action	Message	Rep
6/23/2015	WCandidate	WCandidate -- Prime Comp Comments:	
6/23/2015	Message	Employee created through Career Builder Integration	

11. View Order

The candidate worksheet within the order will display all candidates, including our (12.) Career Builder applicant:

visifile

details

candidates

search

log

documents

integrations

messages

tasks

search

Prime Comp, Ron Scherer

Data Entry

0 of 1 positions filled

Customer ID: 1332

Order ID: 181

Weekly Call: Fr

Second Day Ca

+ ↩ ↺ ☆ ↗ 🔍 ⬆ ⬇

tasks ap

☐ Show only active candidates

Drag a column header here to group by that column.

First Name	Last Name	Phone Number	Status	Active
Martha	Abbott		WCandidate	<input checked="" type="checkbox"/>
Pavel	Beliakov		Candidate	<input checked="" type="checkbox"/>
Andrew	DeVries	(269) 649-2359	Candidate	<input checked="" type="checkbox"/>

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