

Utilizing the Broadbean Integration

Last Modified on 03/10/2022 10:56 am CST

Note TempWorks Software is no longer providing new installations of the Broadbean integration.

For more information, please contact your TempWorks Account Manager.

Utilizing the Broadbean Integration

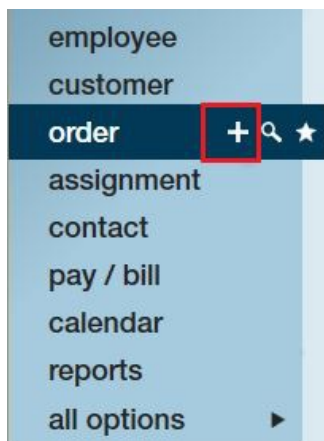
The TempWorks Broadbean integration allows users to post jobs, source/screen candidates, and create Employees all from one location—Enterprise. The integration was designed to save users time and clicks; no more copying and pasting and no more candidates lost in emails and job boards.

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

Posting the Order

There are two options to post orders out to Broadbean.

1. Creating an order from the navigation tree:



Once in the new order window, simply select the box to activate Broadbean postings for the order:

new order

Customer: Stearns Trailers

Order Type: Temp

Job Board Postings X + Broadbean

Cancel Finish

After selecting 'Finish,' you will then be brought to a 'Post to Broadbean' form. Follow steps 1-6 in 'Posting the Position.'

2. Create the Broadbean posting after the order has been created.

Navigate to the order you would like to create the posting for. Select integrations> broadbean. Once there, select the + icon in the upper right area to create the Broadbean job posting.

Stearns Trailers, Shoe department

Assembler 0 of 1 positions filled Customer ID: 4295011580 Order ID: 4295055880

visifile
 ▶ details
 ▶ candidates
 documents
 ▲ integrations
broadbean
 custom data

job postings

Posting the Position

1. Job title, Job type, and Job Description:

Job Title	Assembler	Job Type	Temporary
Job Description	Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. Positions parts and subassemblies by using templates or reading measurements. Assembles components by examining connections for correct fit; fastening parts and subassemblies. Verifies specifications by measuring completed component. Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources. Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs. Maintains safe and clean working environment by complying with procedures, rules, and regulations. Maintains supplier inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.		

Compensation

Location

Job Information

Applicant Response

Base Pay - Low	15.0000	Base Pay - High	22.00
Currency	USD	Pay Rate	Hour
Benefits	401k plan, holiday pay		

Cancel

Next >

Note Job title and Job description may have pre-filled depending on what has already been entered on the order in Enterprise. Users will still have the ability to edit and make any changes to filled fields.

2. Compensation

When posting an order to Broadbean, the first tab, 'Compensation,' will require you to enter a pay range (Base pay - Low and Base Pay - High) e.g. \$15.00-\$22.00. It will also require you to give the pay currency, where for instance one would select 'USD' for U.S. Dollars. Be sure to select 'Pay Rate' from the drop-down as well. Users may also include any benefits to the job such as offering holiday pay, 401k plans, etc.

The screenshot shows the 'Compensation' tab selected. The form contains the following fields:

Base Pay - Low	15.0000	Base Pay - High	22
Currency	USD	Pay Rate	Hour
Benefits			

At the bottom right, there are 'Cancel' and 'Next >' buttons.

3. Location

Country will automatically populate from the employer setup section of administration. State and City will automatically populate based on worksite information. Users may select to change the state details within the drop-down.

The screenshot shows the 'Location' tab selected. The form contains the following fields:

Country	United States of America
State	Pennsylvania
City	Apollo

4. Job Information

Select the 'Primary Industry' and add 'Skills':

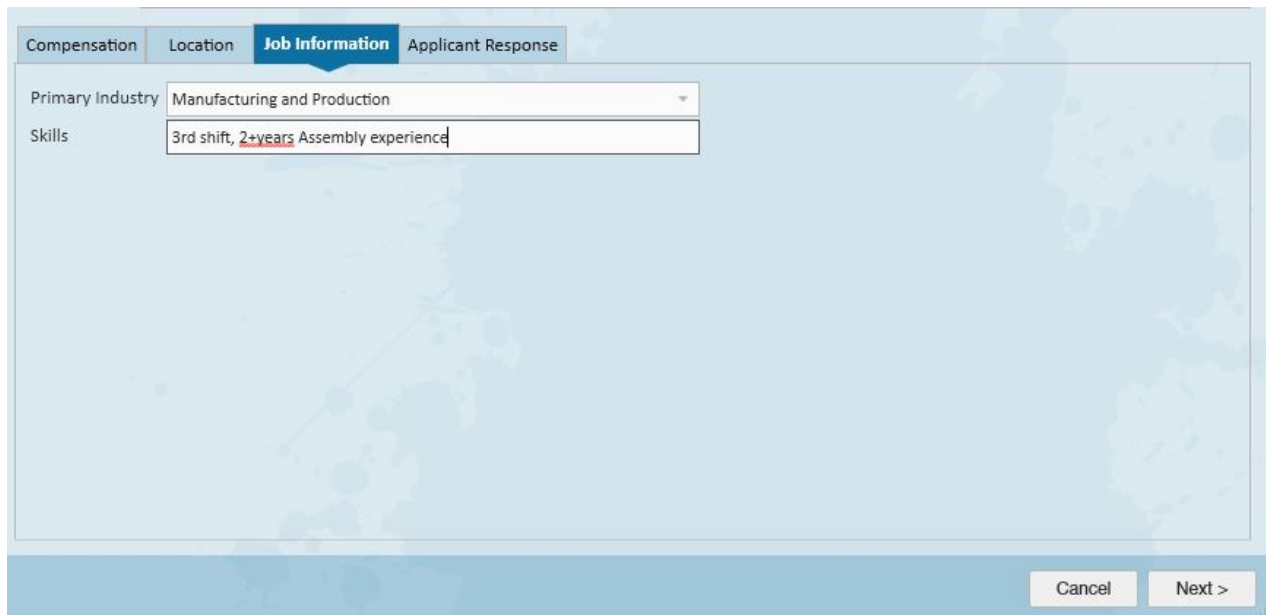
The screenshot shows the 'Job Information' tab selected. The form contains the following fields:

Primary Industry	[Dropdown menu with a red exclamation mark icon]
Skills	[Text input field]

At the bottom right, there are 'Cancel' and 'Next >' buttons.

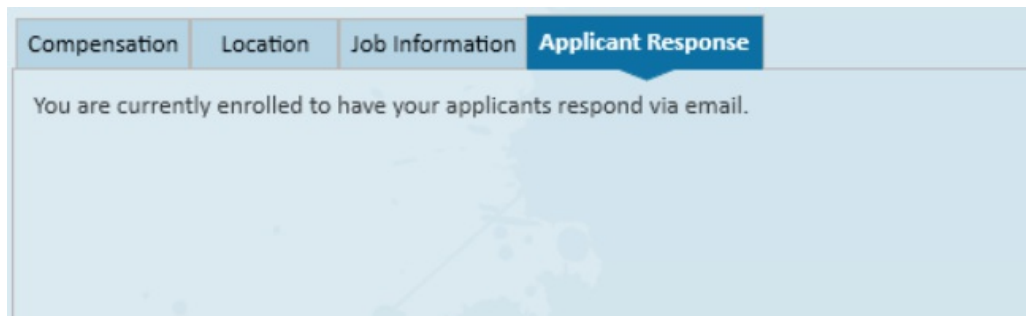
Note The options available in the primary industry drop-down come from Broadbean. Select the industry which best fits the position.

'Skills' is a free text field where users are able to enter information relevant to the position:



The screenshot shows a form with four tabs: 'Compensation', 'Location', 'Job Information' (which is active and highlighted in blue), and 'Applicant Response'. Under the 'Job Information' tab, there are two input fields. The first is a dropdown menu labeled 'Primary Industry' with 'Manufacturing and Production' selected. The second is a text field labeled 'Skills' containing the text '3rd shift, 2+years Assembly experience'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next >'. The background of the form area features a faint world map.

5. Applicant Response



The screenshot shows the 'Applicant Response' tab, which is active and highlighted in blue. The text inside the tab area reads: 'You are currently enrolled to have your applicants respond via email.' The background of the form area features a faint world map.

This will be a configuration TempWorks turns on. Please contact TempWorks during the integration process to set this configuration.

Note The 'Next' button will be grayed out and inactive if there are any required fields left blank. Required fields are noted with red exclamation marks.

6. Posting your Order

After selecting 'Next,' you will be brought to the new order publish form.

New Order Publish Form

1. Choose Job Boards

1 Choose Job Boards

2 Posting Details

3 Preview + Send

Please click the job board logos to create this posting

☐ All Sites Below

Broadbean Test Board



(Free)

CareerBuilder (North America)



Jobs Cabinet (Test Board)



(Free)

Monster (North America)



The world's leading career network.

Continue

Eligible job boards will be listed in the body of the form. Users can either click job boards manually or select 'All Sites below' to post the order to all eligible sites.

1 Choose Job Boards

2 Posting Details

3 Preview + Send

Please click the job board logos to create this posting

☐ All Sites Below

Broadbean Test Board



(Free)

CareerBuilder (North America)



Jobs Cabinet (Test Board)



(Free)

Monster (North America)



The world's leading career network.

Continue

When you have finished choosing your job boards, select continue to move Step 2.

2. Job Details

During Step 2, users will be able to view, review, and edit information pulled from the Enterprise order. Notice that the Reference No., Job Title, Job Type, Industry Sector, Salary +Benefits, and Location have automatically been filled based on information we entered previously in the post to the Broadbean form. Users are able to edit/update any information on the posting details page:

The screenshot shows a web interface for the 'Posting Details' step. At the top, there are three green navigation buttons: '1 Choose Job Boards', '2 Posting Details' (which is highlighted), and '3 Preview + Send'. Below the buttons, a message reads: 'Please enter the details for this posting (Please provide values for the mandatory fields marked with a red asterisk)'. The form is divided into four sections: 'Main Posting Information', 'Job Type and Specifics', 'Industry and Sector Information', and 'Salary and Benefit Information'. In the 'Main Posting Information' section, 'Reference No.' is filled with '636288206322016800', 'Job Title' is 'Assembler', and 'Logo URL' is a placeholder. In the 'Job Type and Specifics' section, 'Job Type' is a dropdown menu set to 'Temporary', and 'Start Date' is a text field with a placeholder 'e.g. 12/25/2008 or ASAP'. In the 'Industry and Sector Information' section, 'Industry Sector' is a dropdown menu set to 'Accounting'. The 'Salary and Benefit Information' section is partially visible at the bottom, showing a 'Salary + Benefits' label and several input fields.

1 Choose Job Boards 2 Posting Details 3 Preview + Send

Please enter the details for this posting
(Please provide values for the mandatory fields marked with a red asterisk)

Main Posting Information

Reference No. *

Job Title *

Logo URL

Job Type and Specifics

Job Type

Start Date

e.g. 12/25/2008 or ASAP

Industry and Sector Information

Industry Sector *

Salary and Benefit Information

Salary + Benefits

The Detailed Job Description will also be automatically populated based on the information that was entered in Enterprise, within the Order details page.

Main Description Details

Detailed Job Description *

B *I* U [List Icons] Paragraph Font Sizes [List Icons] [Link Icons] **A** [List Icons] *I*_x ABC [List Icons]

Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
Positions parts and subassemblies by using templates or reading measurements.
Assembles components by examining connections for correct fit; fastening parts and subassemblies.
Verifies specifications by measuring completed component.
Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
Maintains safe and clean working environment by complying with procedures, rules, and regulations.
Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
Conserves resources by using equipment and supplies as needed to accomplish job results.
Documents actions by completing production and quality forms.
Contributes to team effort by accomplishing related results as needed.

Characters: 1197 / 65535 HTML Characters :1254 / 65535

Please note: you should never include contact details in the description of the posting, these will be sent separately

Once users have verified the information in Step 2, select continue to move onto Step 3.

Step 3: Preview & Send

This is the final step in publishing an order to Broadbean. If information needs to be edited, select the go back icon.

1 Choose Job Boards

2 Posting Details

3 Preview + Send

Please preview and check this posting

Reference No.	636288206322016800
Job Title	Assembler
Logo URL	
Job Type	Temporary
Start Date	
Industry Sector	Engineering
Currency	USD
Salary From	15
Salary To	22
Salary Is Per	hour
Salary Benefits	401 k plan
Location	N. America > USA > Colorado > El Paso County > USAF Academy AFB
Detailed Job Description	<p>Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. Positions parts and subassemblies by using templates or reading measurements. Assembles components by examining connections for correct fit; fastening parts and subassemblies. Verifies specifications by measuring completed component. Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources. Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs. Maintains safe and clean working environment by complying with procedures, rules, and regulations. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Conserves resources by using equipment and supplies as needed to accomplish job results. Documents actions by completing production and quality forms. Contributes to team effort by accomplishing related results as needed.</p>

Note Selecting the 'Back' button will not move you back to the posting details section of the posting.

After reviewing the job details from the previous steps, users will be asked to provide additional information regarding the posting time, contact details, destination and advertising periods, and templates:

Posting Time

Send this posting at

1pm ▼

Today ▼

Contact Details

Contact Name	Dominic Reinke2
Contact Email Address	cliff@broadbean.com
Contact Telephone Number	(651)452-0366
Contact Fax Number	
Contact Postal Address	7942 Penn Avenue South 7942 Penn Avenue South123456

Destinations & Advertising Periods

Broadbean Test PJB

21 days ▼

Save this as a Posting Template?

Default Template Name

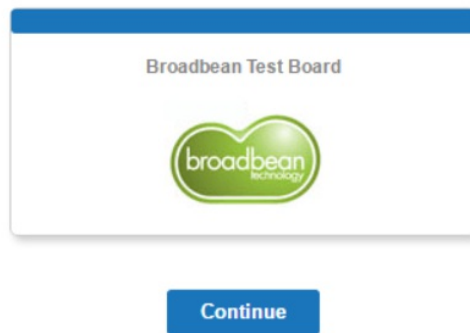
Enter a name for this default template - by using an existing name it will overwrite the previous default.
(max 50 characters)

-
- Posting time: Users can post orders immediately or delay the posting time.
 - Contact details: The contact name and contact email address will be pre-filled with the service rep's information who created the order and is posting to Broadbean.
 - Destination and Advertising Periods: Users can elect how long they would like the order to be posted out to each job board, and can have different durations for each job board.
 - Save this as a Posting template: Enter a name for a default template, this can be used as often as needed when posting out jobs. The template keeps information such as industry, logo, advertising periods, etc.

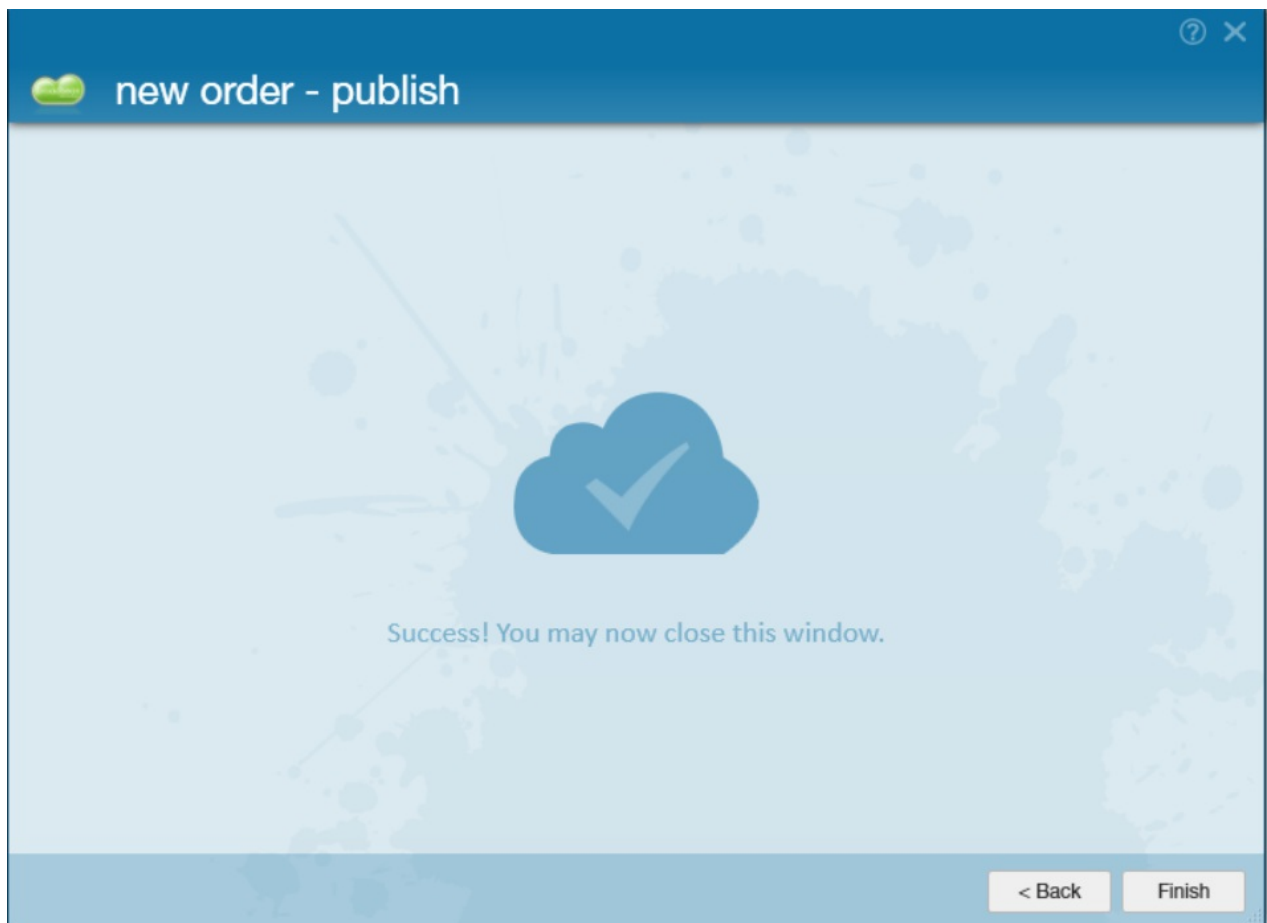
After step three is complete, select 'Send Posting' to post the job.

Users will be brought to the final screen in the order publishing process, where it verifies that the job has been posted to the job board(s):

Your advert has been accepted as indicated below



To finish the posting process, select 'Continue.' Users will know the posting is successful when the following window is displayed, select 'Finish':



Reviewing and Understanding Posted Orders

Once an order has been successfully published to Broadbean, additional details regarding the posting(s) will be available in the order> integrations> broadbean:

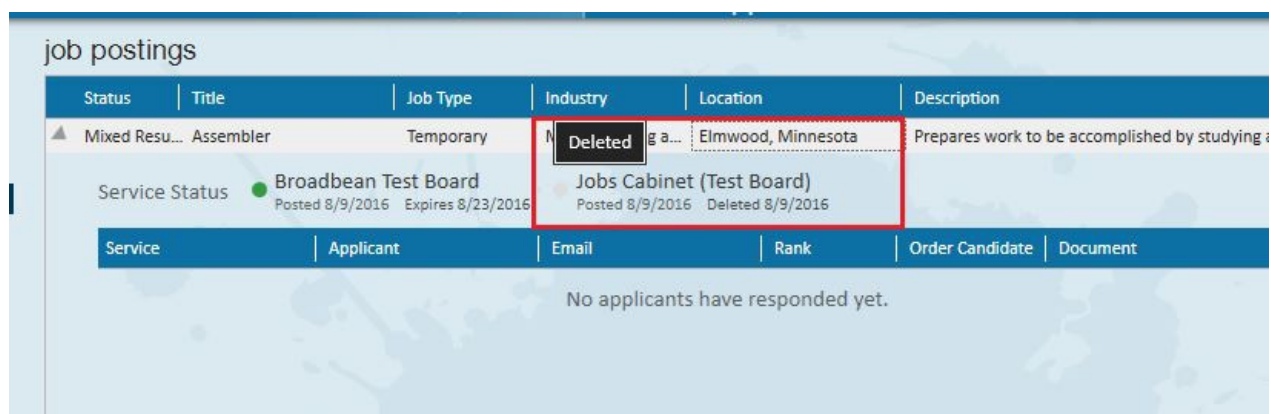
Service Status	● Broadbean Test Board Posted 8/9/2016 Expires 8/23/2016	● Jobs Cabinet (Test Board) Posted 8/9/2016 Expires 9/6/2016
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Deleted: The posting has been manually removed by a user and is no longer active. To do this, right-click the job board you would like to remove the posting from and select "Remove Channel" as shown:



After selecting "Remove Channel" you will notice three things:

1. The green icon next to the job board has been changed to Gray.
2. When hovering over the Job Board, "Deleted" appears
3. The status of the posting has been updated to "Deleted"



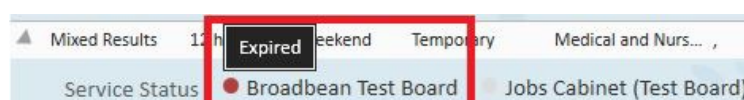
Note If there is more than one job board that the posting is advertised to, and you have only selected "Remove Channel" on one, the status of the posting will be "Mixed Results" and not "Deleted".

Mixed Results: There are at least two job boards that the order has been posted to, and the status of the posting differs for the job boards.

The status of the posting is now Mixed Results:



When a posting has expired, a red icon will appear, hovering over the job board displays the "Expired" status.



The "Jobs Cabinet" is now grayed out, when hovering over the board the status of "Deleted" is given.

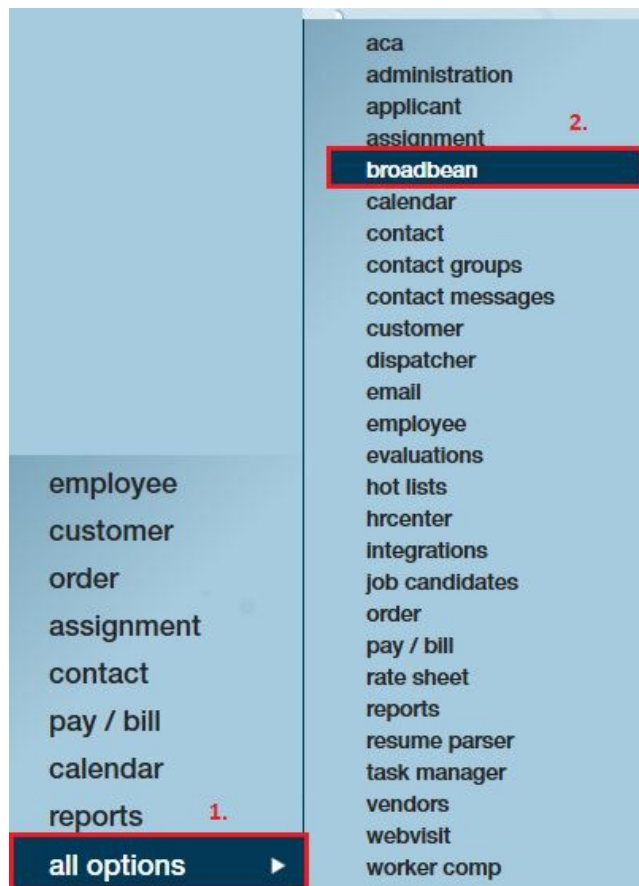
Job Type	Industry	Location	Description
Temporary	Deleted	Manufacturing a... Elmwood, Minnesota	Prepares work to be accomplished by st
rd	Jobs Cabinet (Test Board)		
8/23/2016	Posted 8/9/2016 Deleted 8/9/2016		
Email	Rank	Order Candidate	Document

Within the upper right corner of the Broadbean integration page, users may also create new posts or delete existing ones by selecting the + icon and/ or x icon to delete.

Note When users elect to delete a post via the x icon, the post is being removed from all channels to which the order was posted, as opposed to deleting posts from one board at a time.

Broadbean in Enterprise

Once an order has been successfully published to Broadbean, details regarding the posting(s) will be available to review within the order. Users may also review posting details by going to all options (1.), Broadbean(2.).



Once there, users can search by a myriad of fields and have the ability to view/review all postings sent to Broadbean, not just the specific order.

- Posting Id: Searches by the Broadbean Posting ID.
- Reference: Searches for the reference number which was automatically assigned during step 2 of the posting process.
- Order Id: Searches by the Enterprise Order Id.
- Active: This is considered a "null" setting and will display all Broadbean postings in search results, those that are active and inactive.
- Active: Will display inactive Broadbean postings that are in the search results.
- Active: Will display active Broadbean postings in search results.

Once all searching criteria is entered, select the "Search" button. All postings matching entered criteria will display in the "job postings" area as shown:

Status	Title	Job Type	Industry	Location	Description
▶ No Services	Unknown	Temporary	Arts	Planet Earth	Test
▶ No Services	Office Manager	Temporary	Accountancy	Planet Earth	Description: Office Manager
▶ No Services	Teacher	Temporary	Education and Tr...	Planet Earth	Teaching, tests, translating
▶ No Services	Customer Service Rep.	Temporary	Accountancy	Planet Earth	afds
▶ No Services	Assembler	Temporary	Aerospace	Meire Grove, Minnesota	Needs to be able to lift 80 pounds
▶ No Services	Account Manager	Temporary	Sales	Eagan, Minnesota	BB Test
▶ No Services	Manual Poster	Temporary	IT	Albuquerque, New Mexico	to post jobs manually
▶ No Services	Unknown	Temporary	Engineering	Eagan, Minnesota	test

Screening Broadbean Candidates

When returning to Broadbean job posting details via the order, any/all new applicants will be listed:

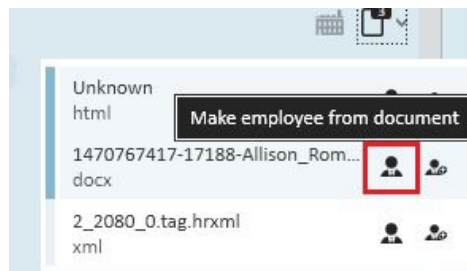
Status	Title	Job Type	Industry	Location	Description
▶ Sent	Assembler	Temporary	Manufacturing a...	Elmwood, Minnesota	Prepares work to be accomplished by studying assembly in...
Service Status ● Broadbean Test Board ● Jobs Cabinet (Test Board) Posted 8/9/2016 Expires 8/16/2016					
Service	Applicant	Email	Rank	Order Candidate	Document
Broadbean Test Board	Allison Romane lindsey.schneider@tempworks.com		Unranked		

If any documents were included in the application select the documents icon to preview:

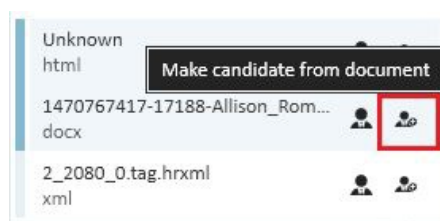
job postings					
Status	Title	Job Type	Industry	Location	Description
▲ Sent	Assembler	Temporary	Manufacturing a...	Elmwood, Minnesota	Prepares work to be accomplished by studyin...
<div> <div>Service Status</div> <div> <div>● Broadbean Test Board</div> <div>Posted 8/9/2016 Expires 8/16/2016</div> </div> <div> <div>● Jobs Cabinet (Test Board)</div> <div>Posted 8/9/2016 Expires 8/16/2016</div> </div> </div>					
Service	Applicant	Email	Rank	Order Candidate	Document
Broadbean Test Board	Allison Romane	lindsey.schneider@tempworks.com	Unranked		<div>Documents</div> <div>3</div>

Note At this time, rank is not supported by TempWorks, no additional functionality exists.

Users can choose from the document whether to make an employee record or make them a candidate:



Choosing make candidate will add the applicant to the candidates page of the order.



Users must verify the information is correct before making them a candidate. If an existing record is in the system users will be prompted to decide whether to continue making a candidate/employee record. This prompt is set in place to avoid duplicate employee records.

make candidate

Please make sure all the required fields are populated before continuing to make this candidate.

personal information

Full Name: Allison Romane

Initial:

Main Phone: (843) 944-3837

Other Phone: () - -

Email: alisionrome2@gmail.com

How Heard Of Details: Broadbean Test Board

How Heard Of: Broadbean

address information

Street: 39012 State HWY 4

Street 2:

City: Sauk Rapids

State: MN

Zip Code: 56378-

Cancel
Next >

Once the applicant has been made a candidate the building icon turns black:

Service	Applicant	Email	Rank	Order Candidate	Document
Broadbean Test Board	Allison Romane lindsey.schneider@tempworks.com		Unranked		

Candidates page of the order:

Stearns Trailers, Shoe department
Assembler
1 of 50 positions filled

Customer ID: 4295011580
Order ID: 4295055902

Interview

+ - ↺ ⌕ ⬆ ⬇ ⬆ ⬇
tasks appointments social email
+ - ↺ ⬆ ⬇ ⬆ ⬇

visifile
details
candidates
search
log
documents
integrations
messages
tasks
search

Show only active candidates

Drag a column header here to group by that column.

First Name	Last Name	Phone Number	Status	Active	Rank	Branch Name	Status Date	Company	Job Title	Comments
Dalyce	Addison		Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Zoe	Anderson	(321) 345-3455	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Robert	Barrington	(321) 952-2421	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
James	Benedict	(234) 234-4566	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Bruce	Bills	(468) 546-3584	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Larry	Bird	(321) 474-2868	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Diamond	Blue	(321) 456-7779	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Anders	Branson	(651) 849-1849...	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Skah	Branson	(321) 952-2421	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Ann	Braue	(321) 345-3455	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Mark	Braue	(321) 345-3455	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Allison	Romane	(843) 944-3837	Candidate	<input checked="" type="checkbox"/>		Memphis SE	8/9/2016		Assembler	
Cynthia	Anders	(321) 654-9874	Placed	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	
Alexander	Aasen	(867) 486-3547	Submitted	<input checked="" type="checkbox"/>		Memphis NE	8/8/2016	High Tech Staffing	Assembler	
Nicholas	Brell	(321) 456-4654	Submitted	<input checked="" type="checkbox"/>		Memphis SE	8/8/2016		Assembler	

Once the candidate that applied through Broadbean is created, an employee record has been created for them and the resume used during the Broadbean application process will be visible in the employee documents section. Searching the How Heard Of field in the Employee Enhance search will return all applicants who came in through Broadbean.

Related Articles