

Setting Up Career Builder Integration

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Setting up 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.

Integration Setup

To integrate a Career Builder license into Enterprise, navigate to all options → administration → external services. Choose 'CareerBuilder' from the list of options on the left. Then, click the + icon in the upper right hand corner to add in credentials. This will open the setup window:

The screenshot shows a configuration window titled "external service" for "CareerBuilder". The fields are as follows:

- Service Type:** CareerBuilder
- Account Level:** Dropdown menu with a red exclamation mark icon.
- Ownership:** Dropdown menu with a red exclamation mark icon.
- Vendor Id:** Text input field.
- Customer Account Code:** Text input field.
- Username:** Text input field with a red exclamation mark icon.
- Password:** Text input field.
- Is Agency Account:** Unchecked checkbox.

At the bottom of the window, there is a status bar with a warning icon, a "Cancel" button, and a "Save" button.

Account Level: Defines the hierarchy level where the integration should be available for use. Let's say for instance everyone utilizes a shared Career Builder account across your entire company. If that was the case, you would select *Company* as the account level. Conversely, if different branches have unique logins/accounts, you would want to setup each account individually by *Branch* level.

Ownership: Asks users to elaborate on their selection in the 'Ownership' drop-down. For example, if *Branch* was selected earlier, the 'Ownership' field will then specify which branch.

Vendor ID, Customer Account Code, Username and Password: Information provided by Career Builder.

Agency Account: Should be selected if this Career Builder account is a company (agency) account and de-selected if it is someone's personal account.

Application Parsing Setup

To integrate the application parsing functionality, navigate to all options → integrations → api keys. Once there, select the + icon in the upper right corner to add a new API Key:

API Keys

api keys	API URL	https://api.tempw
assessments	aca	
▶ call-em-all	administration	
carenow results	applicant	
cia	assignment	
▶ e-verify cases	attendance	
first advantage	broadbean	
peopleg2	calendar	
trak 1	contact	
twitter search	contact groups	
	contact messages	
	customer	
	dispatcher	
	email	
	employee	
	evaluations	
	hot lists	
	hrcenter	
employee	Integrations	
customer	job candidates	
order	order	
assignment	pay / bill	
contact	paycards	
dispatcher	rate sheet	
pay / bill	reports	
reports	resume parser	
resume parser	task manager	
	vendors	
	webvisit	
	worker comp	
all options ▶		

This will open the 'api keys' setup window:

The screenshot shows a configuration window titled "api keys". It contains three fields: "Description" (text input with "Career Builder Resumes"), "Level" (dropdown menu with "Hierarchy"), and "Owner" (dropdown menu with "High Tech Staffing"). The window has a blue header with a globe icon and the text "api keys". At the bottom right, there are "Cancel" and "Save" buttons. At the bottom left, there is a warning icon and a "0".

Description: This can be anything you'd like! It should be something that allows you to identify it as an api key for Career Builder.

Level: Can be Hierarchy or Service Rep.

1. Hierarchy: Select this option if the integration should be available to multiple users –either in all branches across your company or to a specific branch.
2. Service Rep: Select this option if the integration should only be accessible by one user.

Owner: Asks users to elaborate on their selection in the *Level* drop-down. For example, if Hierarchy was selected, Owner will then specify whether the integration be available to all branches across your company or specific to one branch.

Once done, select 'Save.'

You will know the api key has been added successfully via the confirmation screen:

Select to 'Copy' the api key to your clipboard. You will need to provide this information along with the API URL and the Tenant Name to Career Builder (listed in the results table).

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