

# **Indeed Candidate Sync Activation Guide**

This document outlines the process for installing your Indeed integration with Evolve ATS. Installation must be completed by an Evolve ATS Admin and a user with Employer Home Administrator access in Indeed.

#### Prerequisites

An Evolve ATS Admin needs to complete the steps in this section and then provide the following information back to the user with Employer Home Admin access:

- Client Key Name
- Client Secret
- 1. Gather information needed by Evolve ATS:
  - API names requested: requisitions, candidate
  - User email: A dedicated Evolve ATS user to determine that an update was made by the API and not an actual user.
    - This email address needs to accept the Evolve ATS (Jobvite) registration process.
    - Assign the Administrator role to this user.
- 2. Reach out to Evolve ATS support and request your API credentials: <u>http://www.jobvite.com/support/submit-a-case/</u>
- 3. Provide the API credentials to the Employer Home Admin who will complete the installation.

#### Integration Installation with Indeed

This process will be completed by an Indeed Employer Home Admin. Request the <u>required</u> <u>information</u> from your Evolve ATS Admin to complete the installation.

Navigate to https://employers.indeed.com/sync/integrations

Select the Jobvite integration tile.

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Click Install integration.



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JOBVITE Jobvit	te	Install integration

Enter the required information from your Evolve ATS administrator:

- Client Key Name
- Client Secret

Agree to the terms and conditions, then click **Continue**.

Select the source option from the dropdown menu.

Agree to authorize Indeed to access ATS account information, then click **Finish** to complete the installation.

# **Recommended Topics**

Refer to the following topics to understand data requirements and how candidates are associated with job requisitions:

- Requisitions synchronization and candidate applications
- Data mapping

# Requisition Synchronization and Candidate Applications

- Indeed retrieves open requisitions hourly.
- Indeed checks for duplicate applications based on email.
  - If no duplicates are found, a new application is created.
  - If a duplicate application is found, Indeed updates the existing application record based on the Job ID and email address. If the Job ID is missing, Indeed updates all applications.

#### **Data Validation**

The integration prevents data from being pushed if the information is not provided in these required fields:

- First Name
- Last Name
- Email

Install ATS integration	×
JOBVITE Jobvite ByIndeed	
Integration Name *	
Client Key Name * indeed_candidate2_api_key	
Client Secret *	
Source Name *	
Indeed Terms and conditions and Privacy p	t information. Lagree to the olicy. *
1 of 1	Cancel



# **Data Mapping**

A record will be pushed to Evolve ATS as a contact. The following information is pushed as part of the candidate:

Data	Description
First Name	Required. First name as supplied by the candidate
Last Name	Required. Last name as supplied by the candidate
Email	Required. Will always be an Indeed dremr email.
Phones	Options. Phone number as supplied by the candidate.
Address	Optional. Street address as supplied by the candidate.
Address 2	Optional. Additional address information if supplied and necessary.
City	Optional. City name as supplied by the candidate.
State	Optional. State as supplied by the candidate.
Country	Optional. Country as supplied by the candidate.
Postal Code	Optional. Postal code as supplied by the candidate.
Application	<b>Required</b> . Information from the opportunity to be posted and linked to the requisition (Job). Includes the following information: Source, Resume, JobEID (unique identifier of the Job).
Education	Optional. Education history as available (organization, degree, major, and dates as available, future dates are accepted).
Work Experience	Optional. Work experience as available (can include organization, role, location, and dates as available).

#### Source Attribution

Source is configured at the time of integration installation. Only one source can be selected for the integration.

## Associate Candidates with a Requisition

A candidate must be associated with a requisition. During the job linking process, select the Requisition ID and title from the Jobvite requisition dropdown.

If you are manually re-driving candidates, the dropdown is shown after you select candidates and the option to export.



## Resume Handling

The resume is only attached to the Candidate, meaning that is not parsed or used in anything else in the process.

Evolve ATS does not support multiple resumes attached to the same application, which will cause it to replace the existing one when updating the candidate information.