



RECRUITIFI

Kenexa BrassRing Integration Guide

Using RecrutiFi with BrassRing

You have three options for how you use RecrutiFi in conjunction with BrassRing. Our Client Success team is ready to work with you to determine which option is right for your organization.

1. Stand Alone [page 3]

The turn-key way to use RecrutiFi immediately.

2. BrassRing Quick Setup [page 4]

Candidate tracking and ownership in your ATS which takes less than an hour to set up.

3. Integration [pages 5-13]

A customized integration that provides a technically seamless workflow between the two systems.

The screenshot displays the RecrutiFi 'AGENCIES' page. On the left, a sidebar shows 'Active' (24) and 'Pending' (1) counts. The main content area features a table of active agencies with columns for Agency, Recruiter, Contact, and Fee. On the right, a profile for Max Ballard is shown, including a 5-star rating and a line graph of activity from March 2014 to December 2018. Below the graph is a chat window with messages from Max Ballard and Janette Longoria.

AGENCY	RECRUITER	CONTACT	FEE
TEKsystems	Max Ballard	mballard@teksystems.com 313.987.3490	24%
Brilliant	Tanya Wells	twells@brilliantfs.com 212.909.9876	25%
Vico	Harvey Malone	harvey.malone@vico.com 975.890.8709	23%
Kforce	Ashley Atkins	aatkins@kforce.com 563.487.9823	22%
Randstad	John Sebastian	jsebastian@randstad.com 315.871.4908	30%
Adecco	Vicky Anand	vicky@adecco.com 917.897.0942	27%

Option 1: Stand Alone

RecruitiFi can be used independently to manage agency searches and every step of the hiring process. Most employers begin with this option.

Standard tools within RecruitiFi like job libraries, templated company-wide fields, and cloning tools make posting jobs a breeze.

Candidates are submitted through RecruitiFi, where you can review them, schedule interviews, share their profile with hiring managers, disposition them, or mark them as hired.

All reporting is available in real time, including EEOC/OFCCP data. All records are kept in accordance with

federal and international guidelines should you need to legally review the search at a later date. When you hire your candidate in BrassRing, they can be invited to apply directly, or their agency can submit their profile.

Benefits: With this option, you can start using the platform immediately. It requires no additional set-up, and captures all the necessary data you need for reporting and regulatory compliance.



Option 2: BrassRing Quick Setup

RecruitiFi provides a simple in-platform setting to seamlessly invite candidates into BrassRing at any stage of the hiring process that you choose.

Setup time and effort is minimal—just a few minutes of time for your ATS/HRIS administrator to add RecruitiFi as a source in BrassRing. Upon posting each job on RecruitiFi, your TA team will add the URL of the job posting from BrassRing, and our system will append the URL with RecruitiFi as the source for all applicants that come through that link.

Benefits: Maintain your candidate workflow in BrassRing, while keeping the control and benefits of managing your agencies through RecruitiFi.



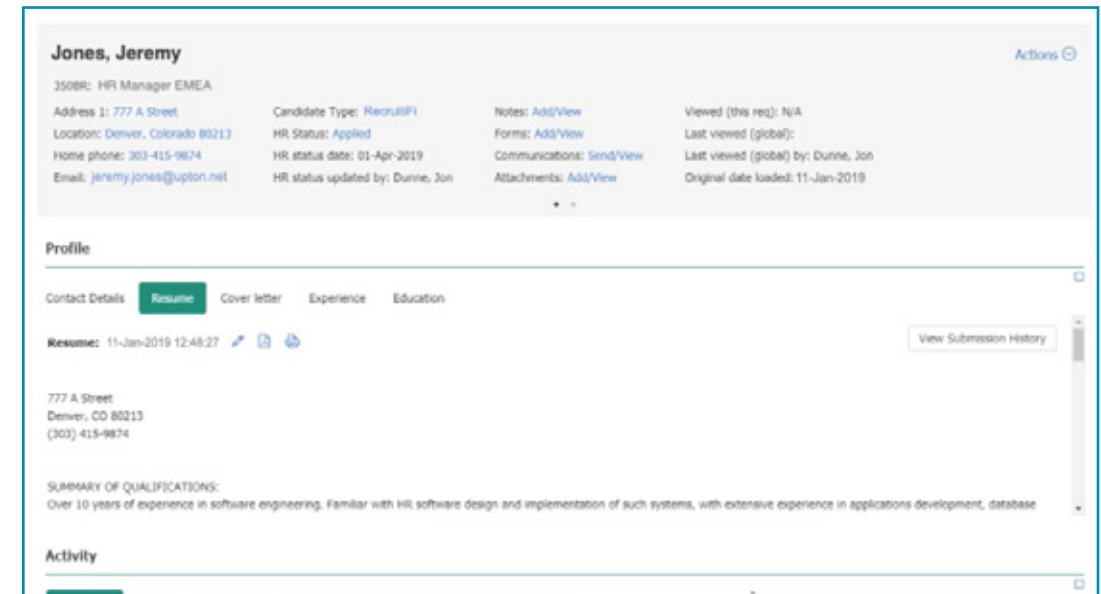
Option 3: Integration

RecrutiFi will integrate with your BrassRing instance at no cost. BrassRing's open API enables us to integrate with great flexibility and does not require BrassRing's partnership or resources.

Integration generally involves building a mechanism for posting jobs from BrassRing to RecrutiFi and to auto-push candidates back to BrassRing. The full scope of the project will be mapped out by RecrutiFi in conjunction with your TA, HRIS, and IT teams, with the engineering work to be done entirely by RecrutiFi's tech team.

Keep in mind that every integration is customized to fit the needs of the employer, so the time-frame for completion can range from a few weeks to a few months.

Benefits: You have the flexibility to maintain your full workflow for requisitions, evaluating candidates, and hires in BrassRing, while gaining the benefits of agency management through RecrutiFi.



The following pages lay out a typical integration plan.

Option 3: Integration - Posting Requisitions

1. Within the BrassRing app, create a new job requisition or click to edit an existing one that you'd like to post to RecrutiFi.

The image shows two overlapping screenshots of a job requisition form. The background screenshot is titled "New job req" and shows a form with sections for "Requisition Details", "Hiring Team", "Set proximity coordinates", "Location Details", "Approval routing", and "RecrutiFi". The foreground screenshot is titled "350BR - HR Training Manager" and shows the following details:

- Status: Open
- Job req template: Corporate Req
- Buttons: Edit, Hold, Cancel, More
- Navigation: Details, History, Attachments, Forms, Notes
- Requisition Details:
 - Job Code: 001234 HR Training Manager
 - Job Description: Provide in-house instructional and eLearning for onboarding and existing employees.
 - Department :
 - Req ID :
 - Recruiter : Zdemo, Training01
 - Manager : Zdemo, Training03
 - Location/Division : Lincoln
 - No. of Positions : 1
 - Positions Remaining : 1
- Req notes :
 - Req team : Zdemo, Training01 Dunne, Jon
 - Req Creator not on Req Team :
 - Turn off Autofiler notification for this req
 - Set proximity coordinates
 - Country :
 - Location :
 - City :
 - Zip/postal code :

Option 3: Integration - Posting Requisitions

2. Fill out the information in the RecrutiFi section.

2. Click “Save.”

The screenshot shows a 'New job req' form. At the top, it says 'Job req template: Standard Req' and 'Fields marked in asterisk (*) are required'. Below that is a green button labeled 'English (US)'. The main form is divided into sections. The 'RecrutiFi' section is highlighted with a blue border and contains the following fields: 'Roles that apply:' with a dropdown menu showing 'Roles'; 'Salary Minimum:' with a text box containing '\$'; 'Salary Maximum:' with a text box containing '\$'; and 'Must Haves:' with three numbered text boxes. Below the 'RecrutiFi' section is an 'Approval routing' section, which is currently greyed out. At the bottom of the form, there are three buttons: 'Save', 'Save as Draft', and 'Cancel'. A callout box with a blue border points to the 'Save' button, and another callout box with a blue border points to the 'RecrutiFi' section.

Option 3: Integration - Posting Requisitions

3. From the Requisition, click “More.”

4. Click “Posting Options” from the drop-down menu.

350BR - HR Training Manager

Status: Open

Job req template: Corporate Req

Edit Hold Cancel More

Close

Delete

Save As New

Posting Options

Posting Pre

View Job Apply URLs

Manage Campaign

Talent Match

Job Print

Department :

Req ID :

Recruiter : Zdemo, Training01

Manager : Zdemo, Training03

Location/Division : Lincoln

No. of Positions : 1

Positions Remaining : 1

Position : N/A

Req notes :

Req team : Zdemo, Training01
Dunne, Jon

Req Creator not on Req Team :

Turn off Autofiler notification for this req

Set proximity coordinates

Country :

Location :

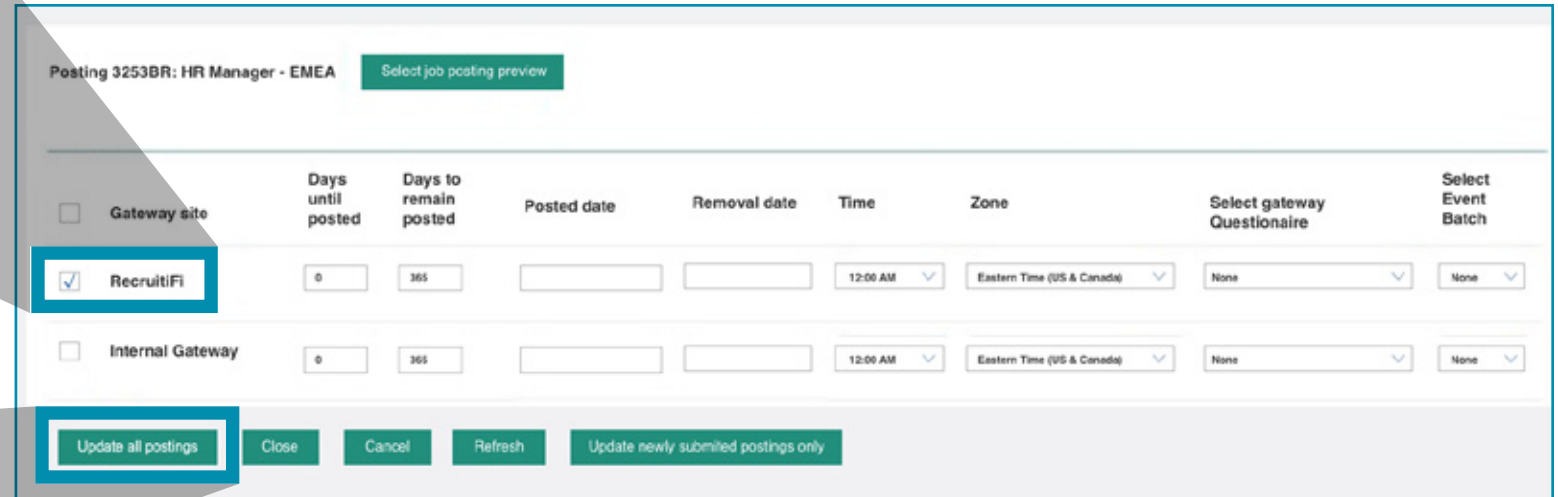
City :

Zip/postal code :

Relocation Costs :

Option 3: Integration - Posting Requisitions

5. Select “RecruitiFi.”

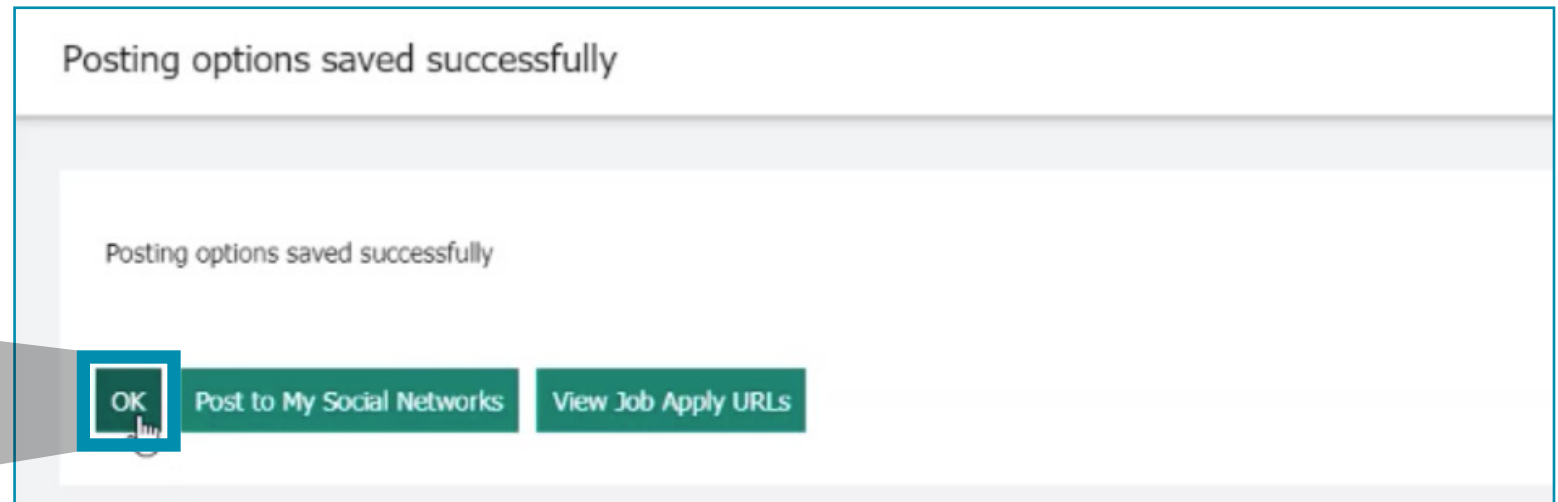
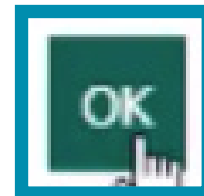
A screenshot of a web form titled "Posting 3253BR: HR Manager - EMEA". It features a table with columns: Gateway site, Days until posted, Days to remain posted, Posted date, Removal date, Time, Zone, Select gateway Questionnaire, and Select Event Batch. The "RecruitiFi" row is selected. Below the table are buttons for "Update all postings", "Close", "Cancel", "Refresh", and "Update newly submitted postings only".

Gateway site	Days until posted	Days to remain posted	Posted date	Removal date	Time	Zone	Select gateway Questionnaire	Select Event Batch
<input checked="" type="checkbox"/> RecruitiFi	0	365			12:00 AM	Eastern Time (US & Canada)	None	None
<input type="checkbox"/> Internal Gateway	0	365			12:00 AM	Eastern Time (US & Canada)	None	None

6. Click “Update all postings.”



7. Click “OK” on the next page.

A screenshot of a confirmation page titled "Posting options saved successfully". It contains a message "Posting options saved successfully" and two buttons: "OK", "Post to My Social Networks", and "View Job Apply URLs".

Posting options saved successfully

Posting options saved successfully

Option 3: Integration - Posting Requisitions

Congratulations!

You just posted your job to RecrutiFi with a few clicks of a button! At this point, you have two options for how we set up your organization.

1. Send from BrassRing: You can choose to send the job straight from BrassRing without ever going to RecrutiFi. Our algorithm will select agencies to receive the job, and you're good to go. Note that this does not allow for the flexibility of manually selecting the agencies. Also, certain unique fields on RecrutiFi will remain blank, so your agencies will have less information to source candidates.

2. Send from RecrutiFi (recommended): You are seamlessly linked to RecrutiFi to complete the additional fields and have the option of manually selecting the agencies. Of course, our algorithm will still make the relevant agency suggestions.

The screenshot shows the RecrutiFi interface for managing job postings. The top navigation bar includes 'JOBCASTS', 'AGENCIES', and 'REPORTS'. A search bar is present with the text 'Candidates, Agencies, and JobCasts'. The current page is titled 'Agencies' and is part of a job posting for 'Analytics Lead - 2 Locations'. A sidebar on the left lists sections: 1. Overview, 2. Requirements, 3. Compensation, 4. Specifics, and 5. Agencies (which is currently selected). Below the sidebar, there is a 'Review & Submit' button. The main content area shows a list of 'Matching Agencies (5)'. The agencies are listed in a table with columns for Agency, Placement Fee, Rating, and Reason for Match. Each agency entry includes a profile picture, name, and a red minus sign in a circle to remove the agency from the list.

AGENCY	PLACEMENT FEE	RATING	REASON FOR MATCH
Targeted Experts RecrutiFi Community	14%	★4.7	
Gilberte Bartoletti Stoltenberg, Okuneva...	20% - 21%	N/A	Mid-Level
Joesph Kassulke Runolfsson Group	19%	N/A	Mid-Level

Option 3: Integration - Candidate Syncing

1. Candidates are submitted through Recruitifi.

2. All candidates are automatically synced to BrassRing.

The screenshot displays the Recruitifi interface. On the left, a sidebar shows 'JOBCASTS' and 'CANDIDATES' with various status counts. The main area shows a candidate profile for 'Jeremy Jones' with contact information and a 'RESUME' button. A large blue arrow points from the candidate name in the main view to a detailed profile inset on the right. The inset shows the following information:

- Index:** Jones, Jeremy
- Job Title:** 350BR: HR Manager EMEA
- Address 1:** 777 A Street
- Location:** Denver, Colorado 80213
- Home phone:** 303-415-9874
- Email:** jeremy.jones@upton.net
- Candidate Type:** Recruitifi
- HR Status:** Applied
- HR status date:** 01-Apr-2019
- HR status updated by:** Dunne, Jon
- Notes:** Add/View
- Forms:** Add/View
- Communications:** Send/View
- Attachments:** Add/View
- Viewed (this req):** N/A
- Last viewed (global):**
- Last viewed (global) by:** Dunne, Jon
- Original date loaded:** 11-Jan-2019

The detailed profile also includes a 'Profile' section with tabs for 'Contact Details', 'Resume', 'Cover letter', 'Experience', and 'Education'. The 'Resume' tab is active, showing a resume uploaded on 11-Jan-2019 at 12:48:27. Below the resume, contact details are repeated: 777 A Street, Denver, CO 80213, (303) 415-9874. A 'SUMMARY OF QUALIFICATIONS' section follows, stating: 'Over 10 years of experience in software engineering. Familiar with HR software design and implementation of such systems, with extensive experience in applications development, database'.

Option 3: Integration - Candidate Syncing

3. Candidates are tagged in BrassRing with “RecrutiFi” as the source.

The screenshot shows a candidate profile for Jeremy Jones. The profile includes contact information, HR status, and a resume. Two callout boxes highlight the 'Candidate Type: RecrutiFi' tag. One callout points to a small tag in the top right of the profile card, and the other points to a larger tag in the resume section. The resume content includes address and a summary of qualifications.

Jones, Jeremy Actions

350BR: HR Manager EMEA

Address 1: 777 A Street

Location: Denver, Colorado 80213

Home phone: 303-415-9874

Email: jeremy.jones@upton.net

Candidate Type: RecrutiFi

HR Status: Applied

HR status date: 01-Apr-2019

HR status updated by: Dunne, Jon

Notes: [Add/View](#)

Forms: [Add/View](#)

Communications: [Send/View](#)

Attachments: [Add/View](#)

Viewed (this req): N/A

Last viewed (global):

Last viewed (global) by: Dunne, Jon

Original date loaded: 11-Jan-2019

Candidate Type: RecrutiFi

[Resume](#) [Cover letter](#) [Experience](#) [Education](#)

Resume: 11-Jan-2019 12:48:27 [View Submission History](#)

777 A Street
Denver, CO 80213
(303) 415-9874

SUMMARY OF QUALIFICATIONS:
Over 10 years of experience in software engineering. Familiar with HR software design and implementation of such systems, with extensive experience in applications development, database

Option 3: Integration - Hires, Billing, and Payments

2. RecrutiFi automatically generates an invoice. You remit payment to RecrutiFi, and we pay the agency.

1. Mark the hire through BrassRing.



Name	HR Status	Viewed	Forms	Date Last Viewed	Notes
Avery, John	Hired			15-Jan-2019	
Avery, John	0-Filed				
Bayer, Christopher	Applied				
Beckley, Dallin	Screening				
Beesley, Pam	Interviews				
Bernard, Andy	Hired				
	Company Not Interested			22-Sep-2017	
	Advanced Options				
	0-Filed				
	0-Filed				

RECRUITIFI

BILL TO

Volkswagon NA
21 Main St.
Chattanooga, TN 11205

INVOICE # 20008
INVOICE DATE 6/16/19

Activity

Date	Description	Corporate Recruiter	Amount
6/16/19	Hire of Jeremy Jones,	Annalee Duran	\$12,050.00

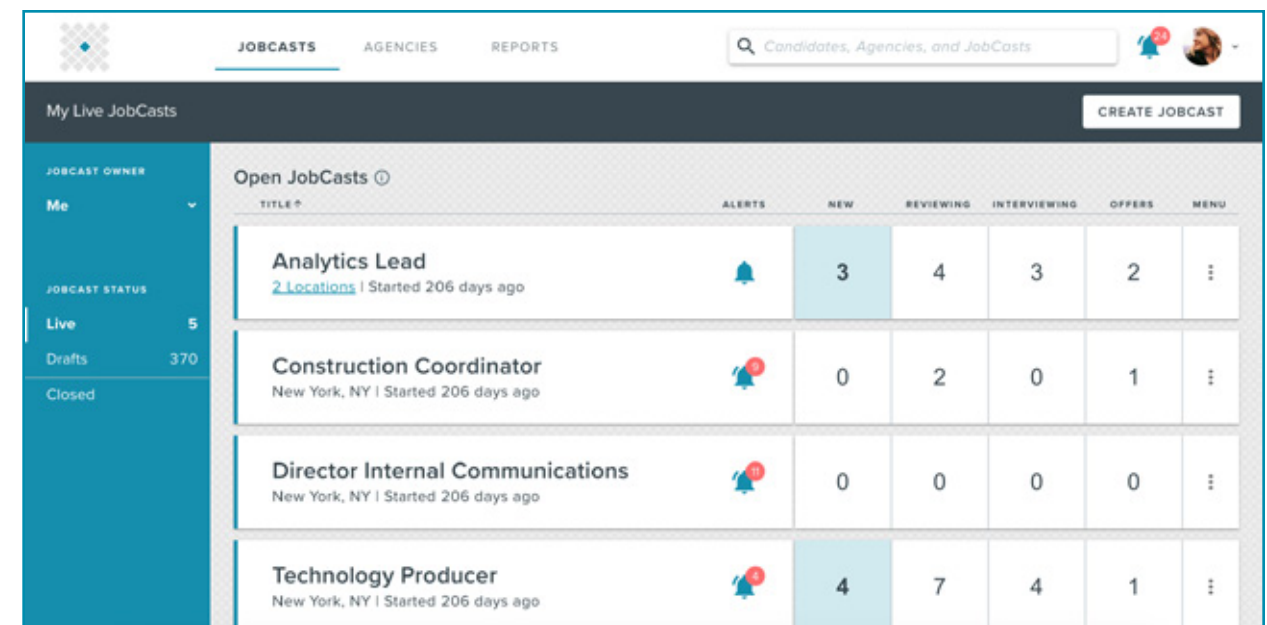
Using RecrutiFi with BrassRing

Simple, Elegant, Flexible

Regardless of whether you choose to use RecrutiFi as a stand-alone product, use the native ATS quick setup, or opt for a full BrassRing integration, RecrutiFi provides a number of elegant options to adapt to your organization's workflow. Our team is happy to consult with you to choose the right option for you.

Should you choose a full BrassRing integration, the one depicted in this guide is our general recommendation, but by no means is it the limitation of possibilities. Every integration is customizable and is subject to your individual organizational needs and the current possibilities afforded by BrassRing's API.

We look forward to working with your team to provide an effective solution to streamline your agency process, reduce costs, and provide insights and visibility.



The screenshot shows the RecrutiFi dashboard interface. At the top, there are navigation tabs for 'JOBCASTS', 'AGENCIES', and 'REPORTS'. A search bar is located on the right with the placeholder text 'Candidates, Agencies, and JobCasts'. Below the navigation, there is a 'My Live JobCasts' section with a 'CREATE JOBCAST' button. The main content area is titled 'Open JobCasts' and features a table with columns for 'TITLE', 'ALERTS', 'NEW', 'REVIEWING', 'INTERVIEWING', 'OFFERS', and 'MENU'. The table lists four jobcasts: 'Analytics Lead', 'Construction Coordinator', 'Director Internal Communications', and 'Technology Producer'. Each row shows the number of candidates in each status category.

TITLE	ALERTS	NEW	REVIEWING	INTERVIEWING	OFFERS	MENU
Analytics Lead 2 Locations Started 206 days ago		3	4	3	2	⋮
Construction Coordinator New York, NY Started 206 days ago		0	2	0	1	⋮
Director Internal Communications New York, NY Started 206 days ago		0	0	0	0	⋮
Technology Producer New York, NY Started 206 days ago		4	7	4	1	⋮



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For more information visit:

<https://pages.recruitifi.com/resource-center>

Or contact us via:

Email: support@recruitifi.com

Chat: Use the support bubble on every page