



RECRUITIFI



# Workday Integration Guide

# Using RecrutiFi with Workday

You have three options for how you use RecrutiFi in conjunction with Workday. 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. Workday Quick Setup [page 4]

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

## 3. Integration [pages 5-14]

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

The screenshot displays the RecrutiFi interface. At the top, there are navigation tabs for 'JOBCASTS', 'AGENCIES', and 'REPORTS'. The main content area is titled 'Active Agencies' and contains a table with the following data:

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 Adkins	aadkins@kforce.com 563.487.9823	22%
Randstad	John Sebastian	jsebastian@randstad.com 315.871.4908	30%
Adecco	Vishy Anand	vishy@adecco.com 917.897.0942	27%

On the right side of the interface, there is a user profile for Max Ballard, a line graph showing performance metrics over time (from Mar '14 to Dec '18), and a chat window with a question: "Another question though, since my client has invincibility as a super power, she will not need benefits. Can she be guaranteed a greater salary?"

# 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 Workday, 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: Workday Quick Setup

RecruitiFi provides a simple in-platform setting to seamlessly invite candidates into Workday 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 Workday. Upon posting each job on RecruitiFi, your TA team will add the URL of the job posting from Workday, 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 Workday, while keeping the control and benefits of managing your agencies through RecruitiFi.



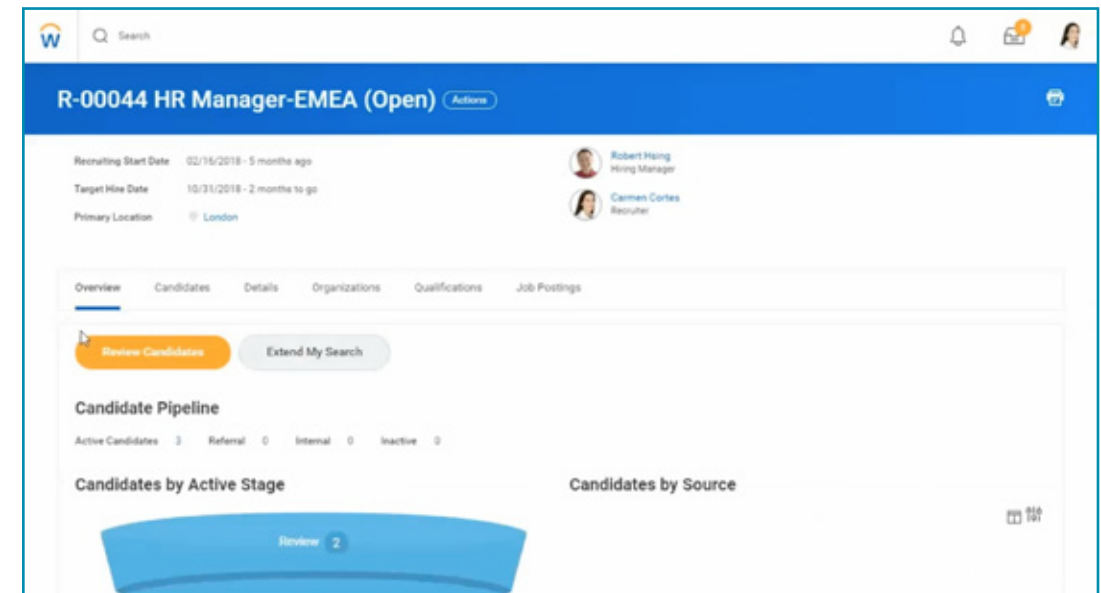
# Option 3: Integration

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

Integration generally involves building a mechanism for posting jobs from Workday to RecrutiFi and to auto-push candidates back to Workday. 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.

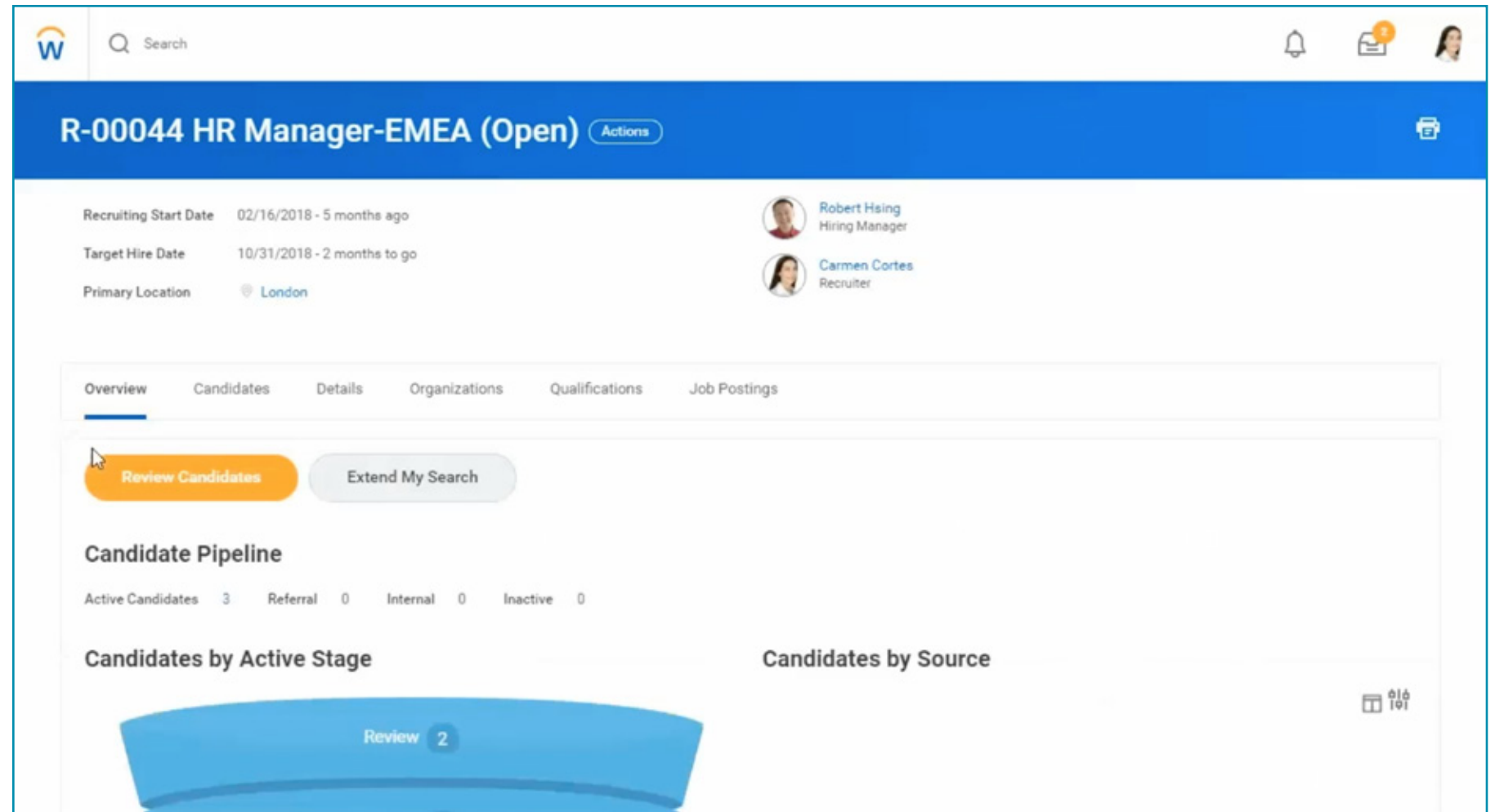
**Benefits:** You have the flexibility to maintain your full workflow for requisitions, evaluating candidates, and hires in Workday, while gaining the benefits of agency management through RecrutiFi.



The following pages lay out a typical integration plan.

# Option 3: Integration - Posting Requisitions

**1. Within the Workday app, navigate to the individual requisition that you'd like to post to Recruitifi.**



# Option 3: Integration - Posting Requisitions

2. Click the “Job Postings” tab.

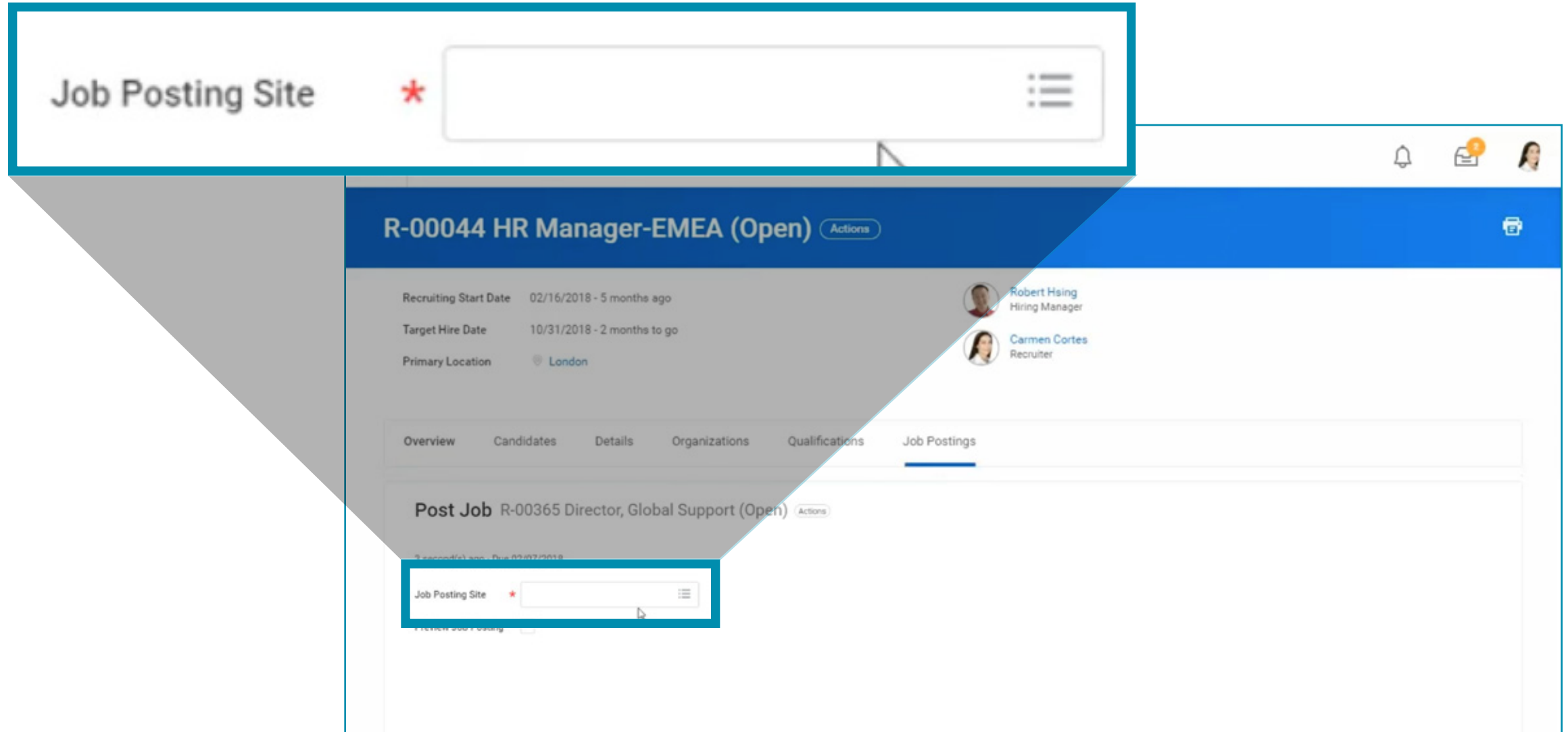
The screenshot shows a web interface for a job requisition. At the top, there is a blue header with the text "4 HR Manager-EMEA (Open)" and an "Actions" button. Below the header, there are details for the requisition: "Recruiting Start Date 02/16/2018 - 5 months ago", "Target Hire Date 10/31/2018 - 2 months to go", and "Primary Location London". To the right, there are two user avatars: "Robert Hsing, Hiring Manager" and "Carmen Cortes, Recruiter". Below these details is a navigation bar with tabs: "Overview", "Candidates", "Details", "Organizations", "Qualifications", and "Job Postings". The "Job Postings" tab is highlighted with a blue box. Below the navigation bar, there are two sub-tabs: "Current" and "Historical". Under the "Current" sub-tab, there is an orange "Post Job" button highlighted with a blue box. Below the button, there is a table with 3 items. The table has columns: "Job Posting", "Type", "Posting Start Date", "Posting End Date", "Primary Posting", "Job Application Template", "Posting Cost", "External Posting URL", and "Action". The first row shows "Job Posting" with a checkbox, "Type", "Posting Start Date", "Posting End Date", "Primary Posting", "Job Application Template", "Posting Cost", "External Posting URL", and "Action". The second row shows "Office Recruitment Services" with a checkbox, "Agency", "02/16/2018", and "Job Application Default Template effective".

3. Click “Post Job.”



# Option 3: Integration - Posting Requisitions

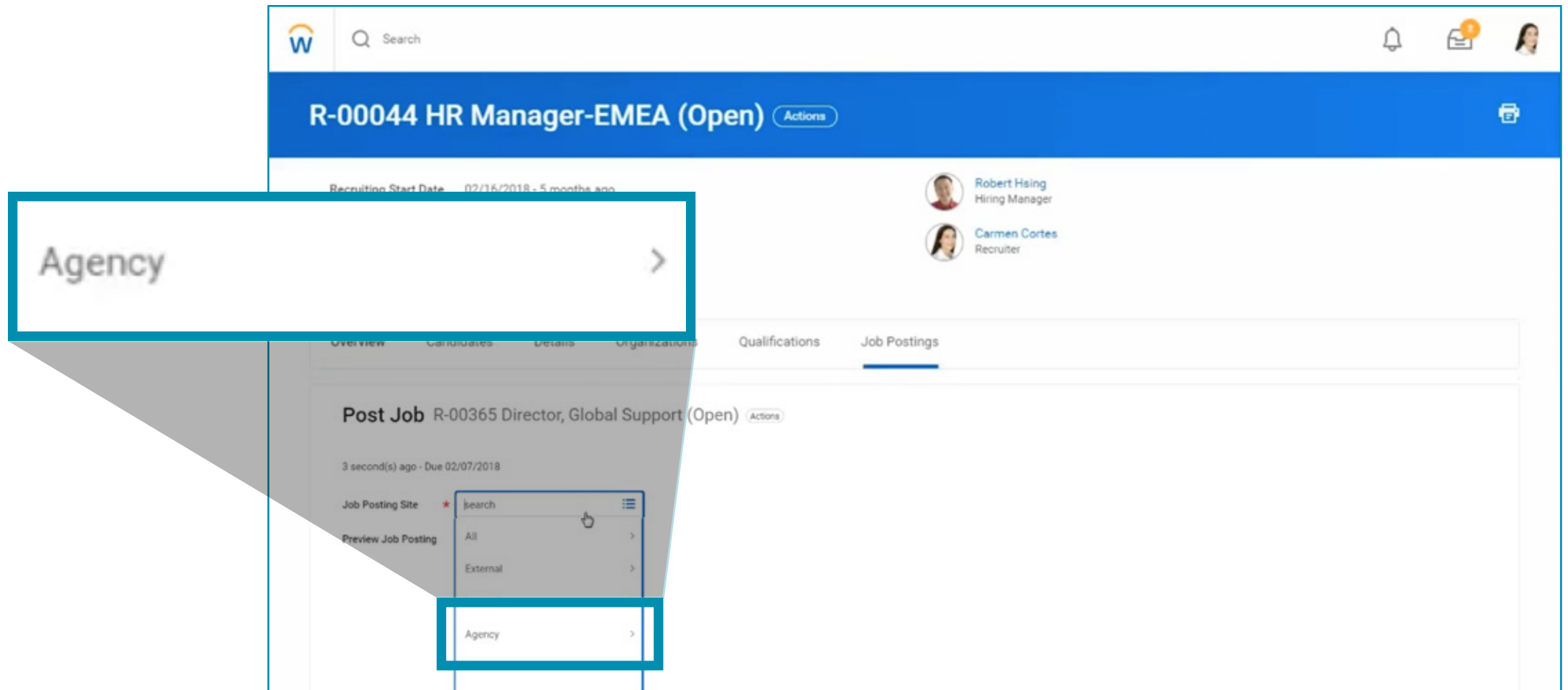
4. Click the “Job Posting Site” field to reveal options.





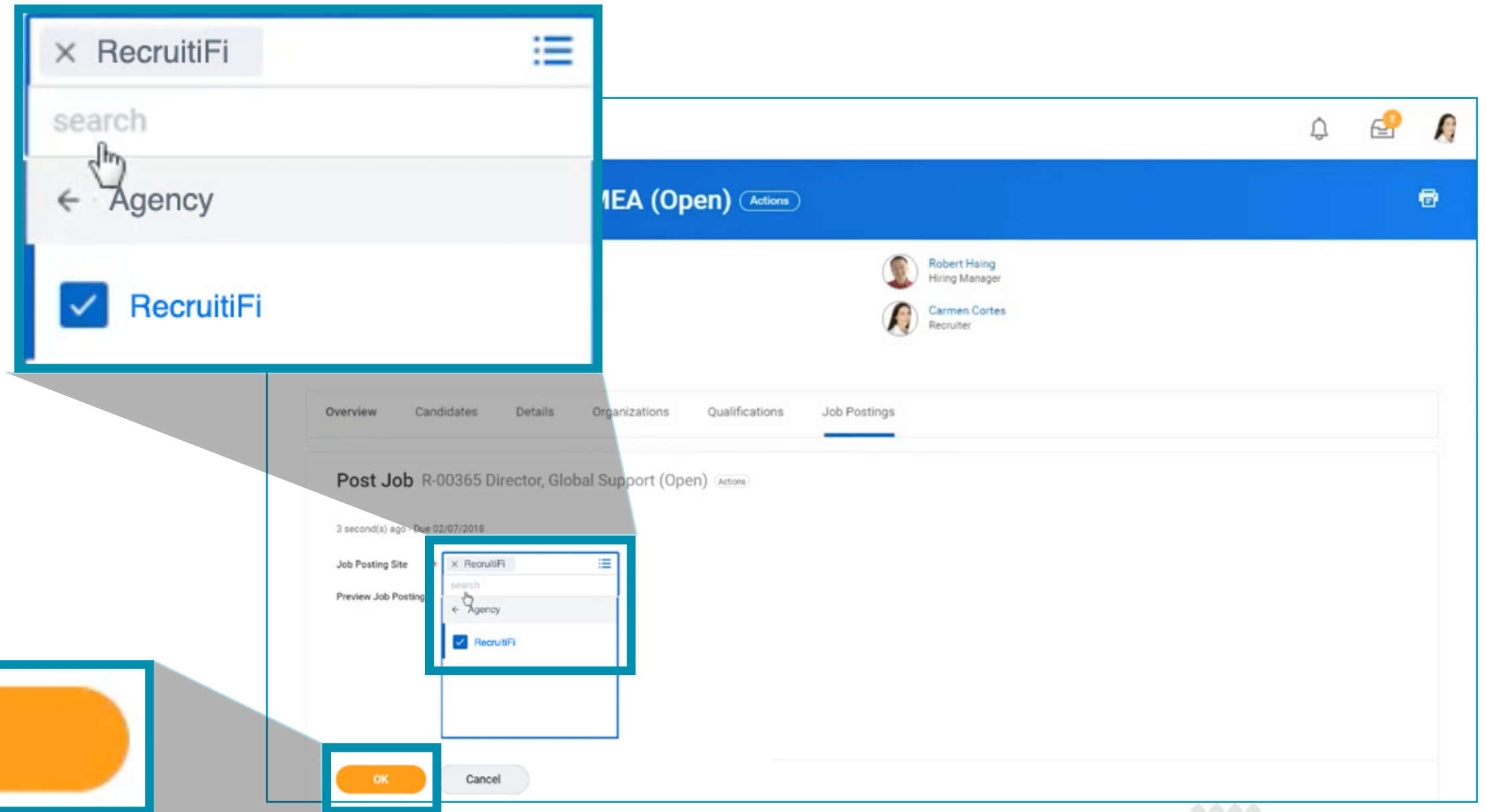
# Option 3: Integration - Posting Requisitions

5. Select “Agency” from the drop-down menu.



# Option 3: Integration - Posting Requisitions

6. Select “RecrutiFi” from the drop-down menu.



7. Click “OK.”



# 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 Workday:** You can choose to send the job straight from Workday 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 a job posting titled "Analytics Lead - 2 Locations". The page is divided into sections: "JOBCASTS", "AGENCIES", and "REPORTS". A search bar at the top right contains the text "Candidates, Agencies, and JobCasts". The main content area is titled "Agencies" and includes a "BACK" button and a "NEXT" button. Below the title, there is a message: "These agencies are matched to work on this JobCast based on your JobCast inputs. If you remove an agency from this list, they will not receive this JobCast. Click 'See More' to view and add additional legacy agencies to your list." A "Quick Search" bar is also present. The "Matching Agencies (5)" section is displayed as a table with columns for "AGENCY", "PLACEMENT FEE", "RATING", and "REASON FOR MATCH". Each row includes a red minus sign in a circle for removal. The "Review & Submit" button is visible in the bottom left corner of the interface.

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

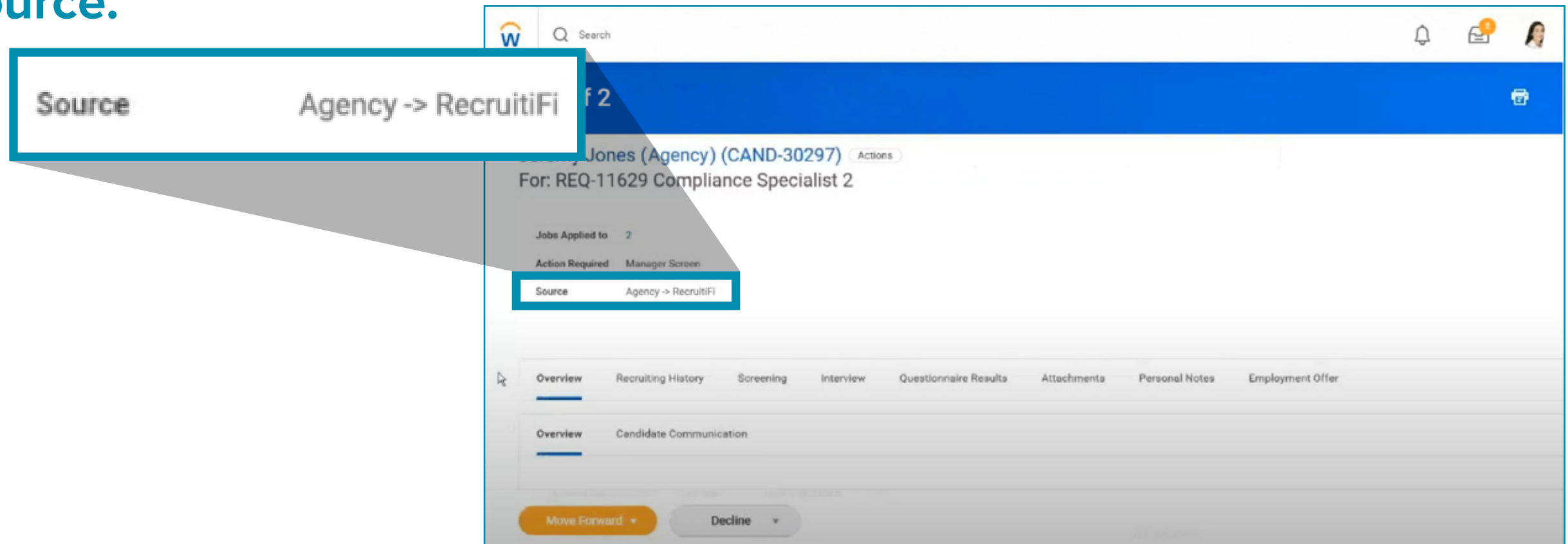
1. Candidates are submitted through RecrutiFi.

2. All candidates are automatically synced to Workday.

The image displays two overlapping screenshots. The background screenshot is from the RecrutiFi interface, showing a job listing for 'Compliance Specialist 2 - New York'. A candidate card for 'Jeremy Jones' is highlighted with a blue box and an arrow pointing to the foreground screenshot. The foreground screenshot is from the Workday interface, showing the candidate's profile for 'Jeremy Jones (Agency) (CAND-30297)'. The profile includes contact information, job application details, and navigation tabs. The 'Move Forward' button is highlighted in orange.

# Option 3: Integration - Candidate Syncing

**3. Candidates are tagged in Workday with “RecruitiFi” as the source.**



# Option 3: Integration - Hires, Billing, and Payments

1. Mark the hire through Workday.



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

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

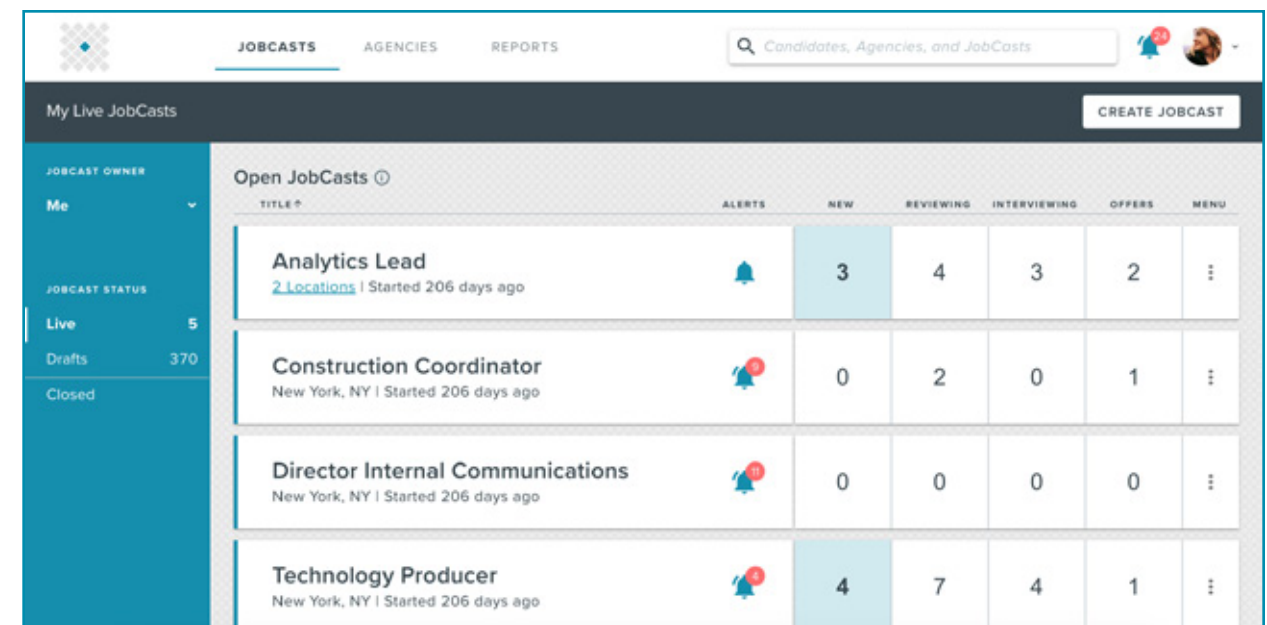
# Using RecrutiFi with Workday

## 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 Workday 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 Workday 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 Workday'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.



TITLE	ALERTS	NEW	REVIEWING	INTERVIEWING	OFFERS	MENU
<b>Analytics Lead</b> <a href="#">2 Locations</a>   Started 206 days ago		3	4	3	2	⋮
<b>Construction Coordinator</b> New York, NY   Started 206 days ago		0	2	0	1	⋮
<b>Director Internal Communications</b> New York, NY   Started 206 days ago		0	0	0	0	⋮
<b>Technology Producer</b> New York, NY   Started 206 days ago		4	7	4	1	⋮



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