



RECRUITIFI



iCIMS Integration Guide

Using RecrutiFi with iCIMS

You have three options for how you use RecrutiFi in conjunction with iCIMS. 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. iCIMS 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 area features a table of active agencies with columns for Agency, Recruiter, Contact, and Fee. A chat window on the right shows a conversation with Max Ballard from Technology Systems Inc., including a line graph of activity over time and a message about equal opportunities.

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%

Option 1: Stand Alone

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

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

Candidates are submitted through RecrutiFi, 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 iCIMS, 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: iCIMS Quick Setup

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



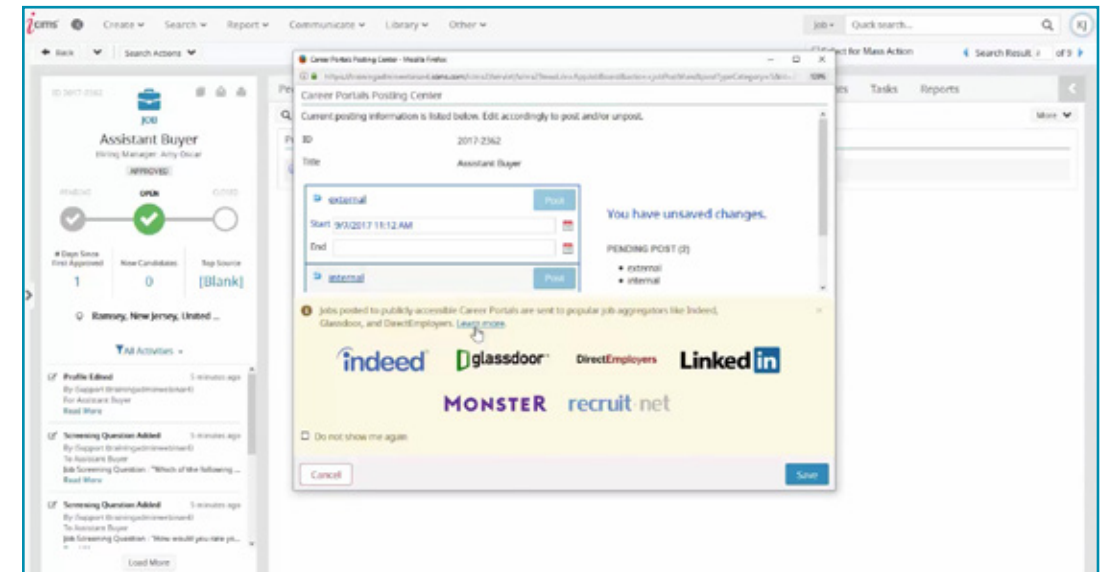
Option 3: Integration

RecrutiFi will integrate with your iCIMS instance at no cost. The iCIMS open API enables us to integrate with great flexibility and does not require an iCIMS partnership or their resources.

Integration generally involves building a mechanism for posting jobs from iCIMS to RecrutiFi and to auto-push candidates back to iCIMS. 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 iCIMS, while gaining the benefits of agency management through RecrutiFi.

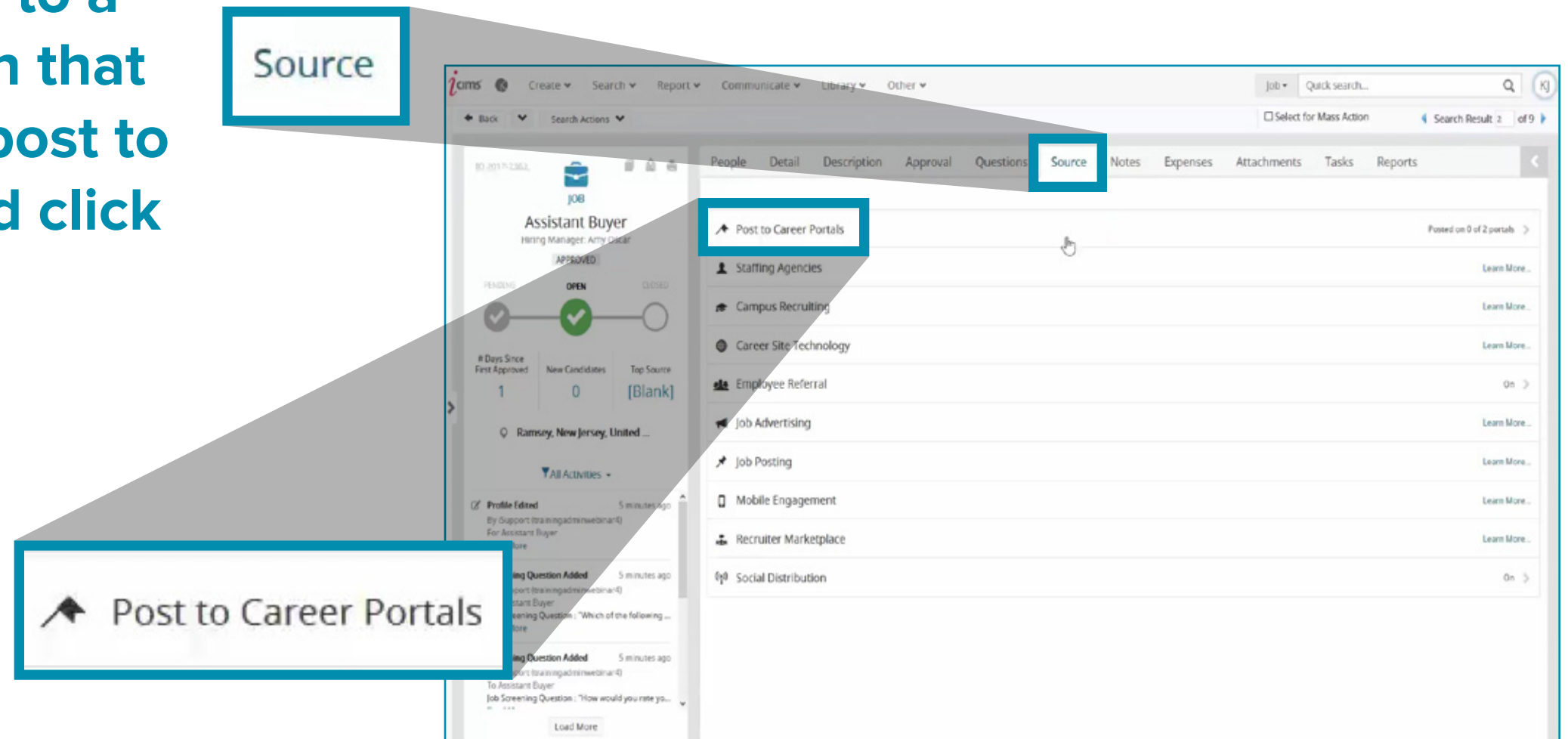


The following pages lay out a typical integration plan.

Option 3: Integration - Posting Requisitions

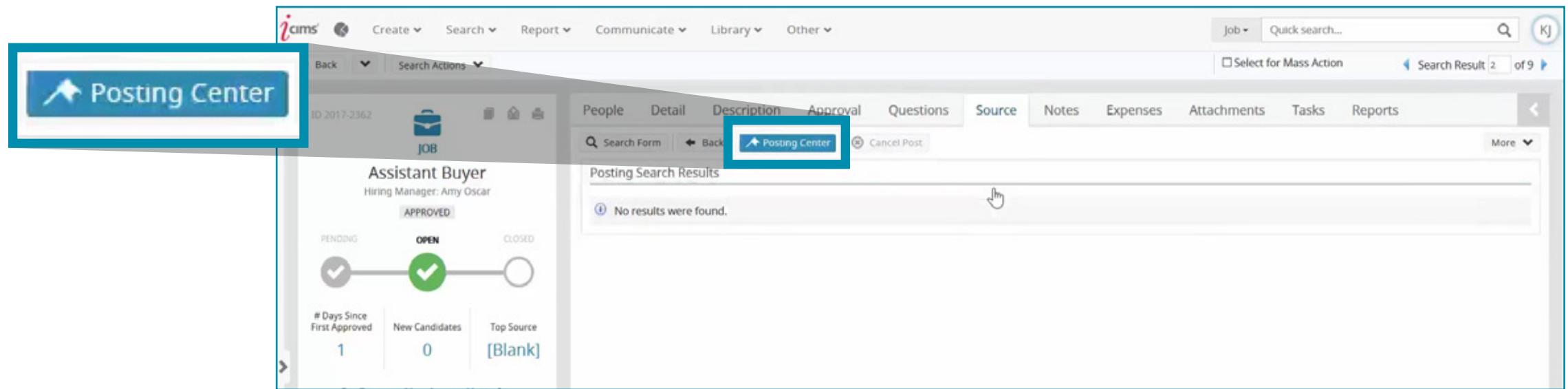
1. Within the iCIMS app, navigate to a job requisition that you'd like to post to RecrutiFi, and click "Source."

2. Click "Post to Career Portals."



Option 3: Integration - Posting Requisitions

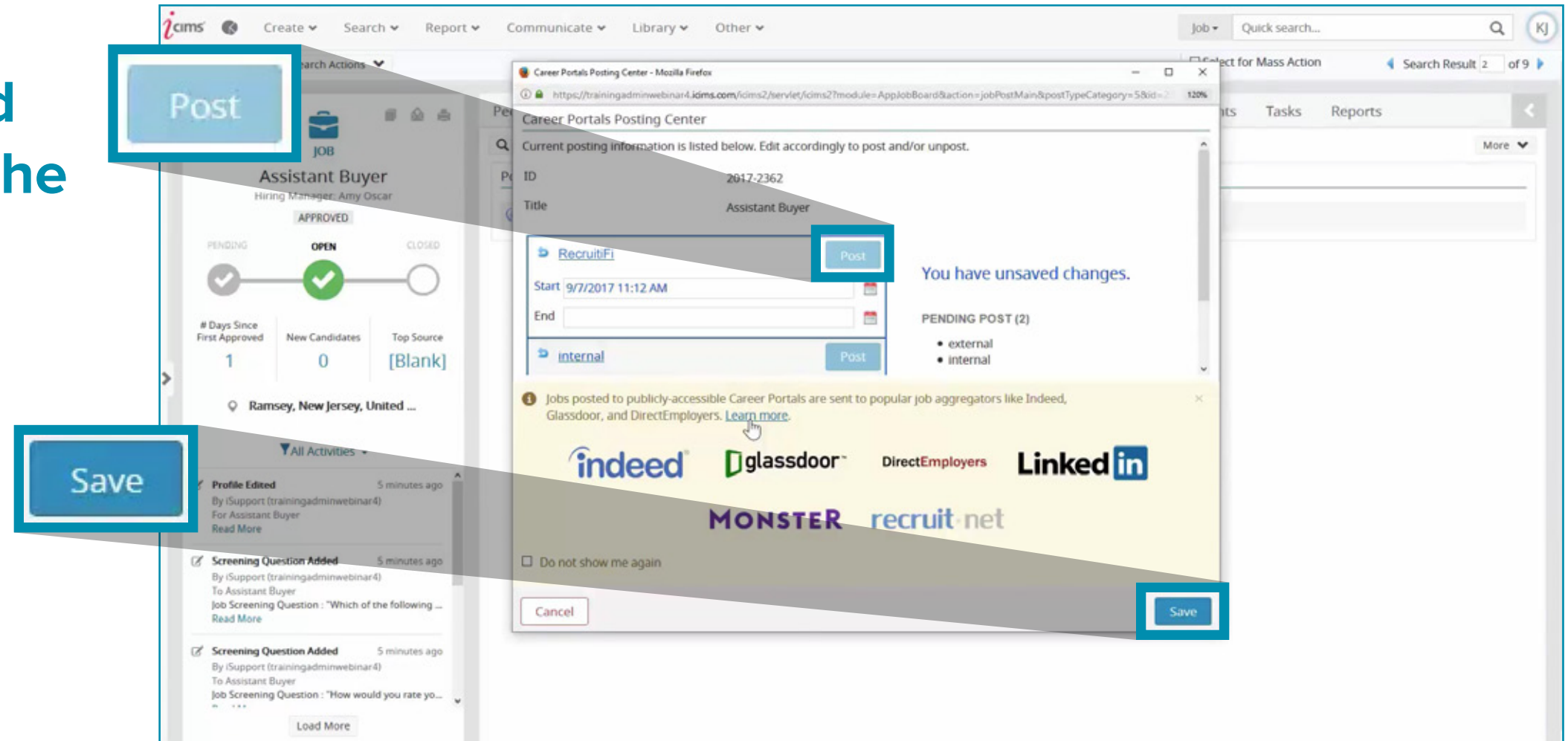
3. Click
“Posting
Center.”



Option 3: Integration - Posting Requisitions

4. Find RecrutiFi in the Career Portals Posting Center, and click “Post” to set the posting start date.

5. Click “Save.”



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 iCIMS: You can choose to send the job straight from iCIMS 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 agencies for a specific job. The breadcrumb trail is 'JobCasts > Analytics Lead - 2 Locations'. The page title is 'Agencies'. A search bar contains the text 'Candidates, Agencies, and JobCasts'. The left sidebar lists sections: 1. Overview, 2. Requirements, 3. Compensation, 4. Specifics, and 5. Agencies (highlighted). Below the sidebar is a 'Review & Submit' button. The main content area shows a 'Quick Search' bar and a 'Matching Agencies (5)' section. A table lists the agencies with their details:

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 iCIMS.

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 iCIMS interface, showing the detailed profile of 'Jeremy Jones' as a 'Trainer'. The iCIMS profile includes contact information, a summary of his experience as a personal trainer, and a list of certifications and professional experience.

Jeremy Jones
Trainer
CANDIDATE

Prof. Exp. (Yrs) 10 | Submissions 0 | Source RecrutiFi

Asbury Park, New Jersey, United States
tomhartt@person.icims.com
(732) 555-5555

Jeremy Jones
680 Avenue K, Asbury Park, NJ 07712
tomhartt@person.icims.com
(732) 555-5555

SUMMARY

Personal Trainer with over 9 years' health and wellness experience across fitness centers and methods. Proven track record in helping clients achieve fitness goals through customized exercise and diet programs. Improve fitness center revenue by developing new fitness programs and relationships with clients.

ACE Certified | First Aid Certified | CPR Certified
Sports Training | Strength Training | Injury Rehabilitation
Circuit Training | Nutrition & Diet Planning | Crossfit Programs

PROFESSIONAL EXPERIENCE

Club Aspire, Hazlet, NJ Jan 2011 – Present
Trainer

- Provided one on one training to clients
- Taught fitness classes based on body weight training to over 25 students per class
- Instructed clients on proper equipment use

Option 3: Integration - Candidate Syncing

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

The screenshot displays the iCIMS interface for a candidate named Jeremy Jones. On the left, a summary card shows the candidate's name, title (Trainer), and a 'Source' dropdown menu set to 'RecruitiFi'. Below this, there are 'Reject' and 'Advance' buttons, and contact information for Asbury Park, New Jersey. On the right, the candidate's resume is visible, including contact details (680 Avenue K, Asbury Park, NJ 07712; tomhartt@person.icims.com; (732) 555-5555), a 'SUMMARY' section describing his experience as a personal trainer, and a 'PROFESSIONAL EXPERIENCE' section for 'Club Aspire, Hazlet, NJ' (Trainer, Jan 2011 – Present).

Option 3: Integration - Hires, Billing, and Payments

1. Mark the hire through iCIMS.

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

The screenshot shows the iCIMS interface for a job titled "Store Clerk II". The hiring manager is Nina Tupelo. The job status is "APPROVED". A list of candidates is shown, with "Kylie Matthew" selected. A context menu is open over "Kylie Matthew", showing various actions. The "Phone Screen Completed" option is highlighted, and a blue arrow points from this option to the RecrutiFi invoice.

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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

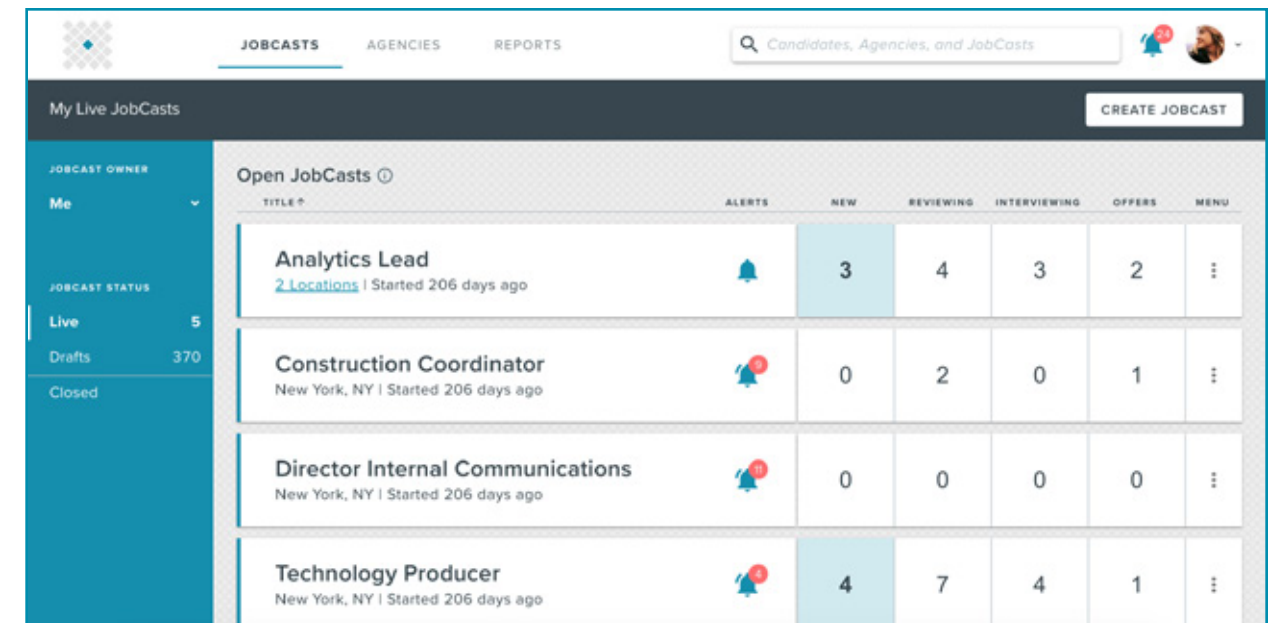
Using RecrutiFi with iCIMS

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 iCIMS 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 iCIMS 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 the iCIMS 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 displays the RecrutiFi dashboard. At the top, there are navigation tabs for 'JOBCASTS', 'AGENCIES', and 'REPORTS', along with a search bar and user profile. Below this is a 'My Live JobCasts' section with a 'CREATE JOBCAST' button. A sidebar on the left shows 'JOBCAST OWNER' (Me) and 'JOBCAST STATUS' (Live: 5, Drafts: 370, Closed). The main area is titled 'Open JobCasts' and contains a table with columns for 'TITLE', 'ALERTS', 'NEW', 'REVIEWING', 'INTERVIEWING', 'OFFERS', and 'MENU'.

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