



Integration guide

Integrate Fairec with your ATS

January 2025



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Introduction

In this document, you will be given detailed instructions on how to integrate seamlessly with your ATS/HRIS.

In case you integration does not work or your preferred ATS does not appear in this document, do not hesitate to reach out to:

admin@fairec.io

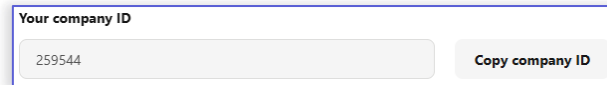
and we will do our utmost to assist you.

Personio

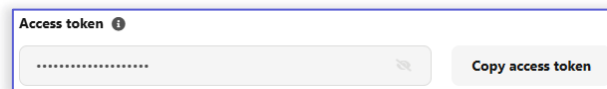
For the Personio integration, you will need **5** unique IDs/API keys and enable **1** setting.

If you haven't already, got to the Fairec platform and navigate to **Integrations** in the **Settings** section. Here, you must select the **Personio** integration under **Choose integration** and populate the following fields:

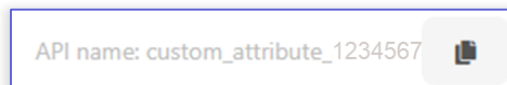
- **Company ID:** In the bottom left corner of Personio, go to **Settings > Integrations > API Credentials**
 - o In the table, click the **Recruiting Integrations** row
 - o Click **Copy company ID**



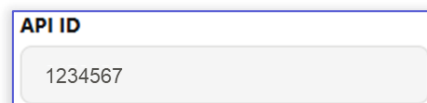
- o Paste it to the **Company ID** field in Fairec
- **Access token (API Key):** In the bottom left corner of Personio, go to **Settings > Integrations > API Credentials**
 - o In the table, click the **Recruiting Integrations** row
 - o Click **Copy access token**



- o Paste it to the **API key** field in Fairec
- **Fairec-link attribute name:** In the bottom left corner of Personio, go to **Settings > Recruiting > Recruiting > Attributes**
 - o Click the **Add new attribute** button
 - o Set **Attribute type** to 'Text'
 - o Set **Attribute name** to 'English (Default)' and type 'Fairec-link' in the input field below
 - o Click **Save**
 - o Click **Copy API name**



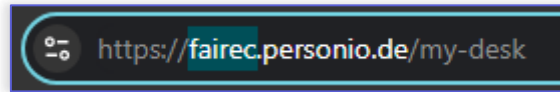
- o Paste it to the **Fairec-link attribute name** field in Fairec
- **Shortlist stage API ID:** In the bottom left corner of Personio, go to **Settings > Recruiting > Recruiting > Stages**
 - o On the left-hand side, you will see a list of stages that you have currently configured for your recruitment process
 - o Select the stage that you want your 'SHORTLISTED' and 'NOT SUITABLE' candidates to flow to when you synchronise Fairec with Personio
 - o Copy the **API ID** code of the stage



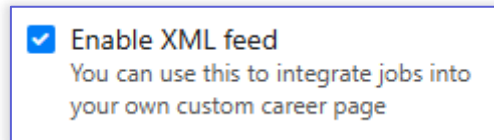
- o Paste it to the **Shortlist stage API ID** field in Fairec



- Company domain prefix: When you are in the browser, navigate to the URL field
 - o In the URL, copy the domain prefix for your company (see image below)



- Paste into the **Company domain prefix** field in Fairec
- Enable XML feed: In the bottom left corner go to **Settings > Recruiting > Recruiting > Career page**
 - o Navigate to the **Activation** section
 - o Ensure that the **Enable XML feed** function is 'activated'



- Integrate!: Click the **Integrate** button and you are ready to rock'n'roll!

Now, you should be up and running with your Personio integration!