

Support article — Teamtailor

1. Introduction to Fairec

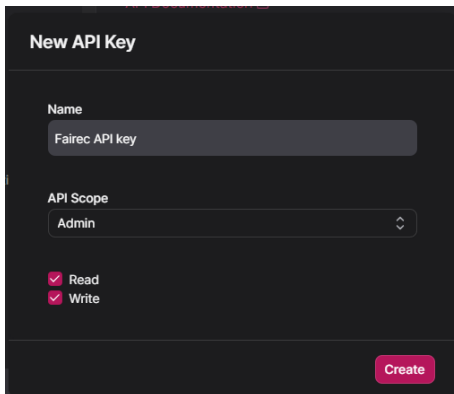
Fairec is an applicant screening tool using competency-based AI-powered conversations to evaluate your candidates faster and less-biased.

2. How to enable the integration

You must have an active account with both Fairec and Teamtailor. Additionally, the user must have a **company admin** role in Teamtailor to be able to set up the integration.

Getting started:

1. Log into your Teamtailor account and navigate to **Settings > Integrations > API keys**, click the “*New API key*” button in the top right-hand corner:
 - a. Provide a **Name** for the API key, E.g. “Fairec API key”
 - b. Set **API Scope** to “Admin”
 - c. Check both **Read** and **Write** checkboxes
 - d. An API key will appear in the API Keys overview — Save this key in a note, as it is to be used in step 3



2. Now, navigate to **Settings > Integrations > Marketplace activations**, click the “*Open marketplace to browse*” button and select the **Fairec** integration
3. Click the “*Activate*” button in the top right-hand corner and now the actual link between Teamtailor and Fairec is made:
 - a. Enter your credentials used to log into the Fairec platform in **Fairec username*** and **Fairec password*** fields
 - b. Enter the API key you configured in step 1 in the **Teamtailor API key*** field
 - c. Check the **hosted in the EU?*** check box if you are located in the EU, leave it unchecked if you are not
 - d. Click the “*Validate credentials*” button
 - e. Finally, click the “*Update*” button

4. Congratulations! You have now finalised the integration! 🎉

3. Activating Fairec in your recruitment process with triggers

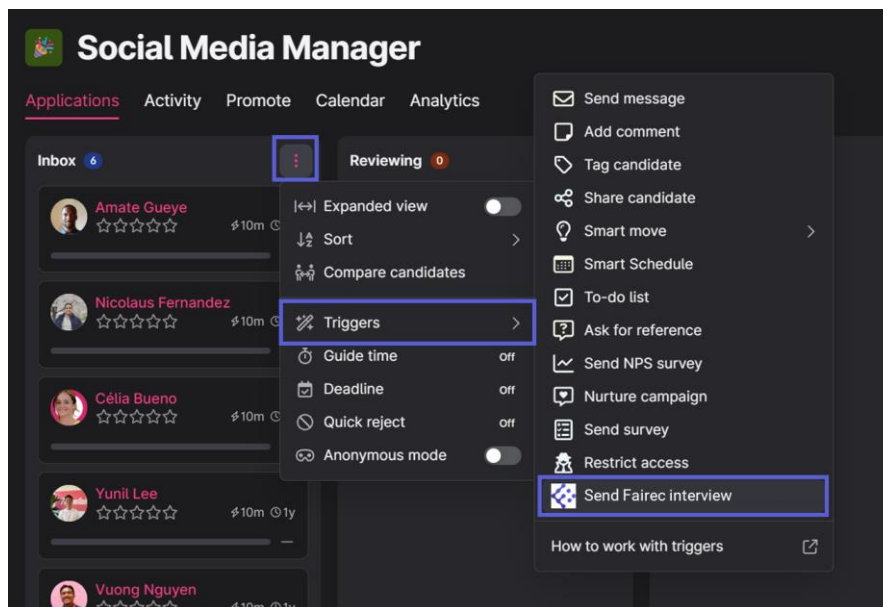
Now, you are ready to use Fairec actively in your Teamtailor recruitment process. Once you have created a job in Teamtailor, go to Fairec to configure the screening interview for the specific job.

Step 1 — In the Fairec platform:

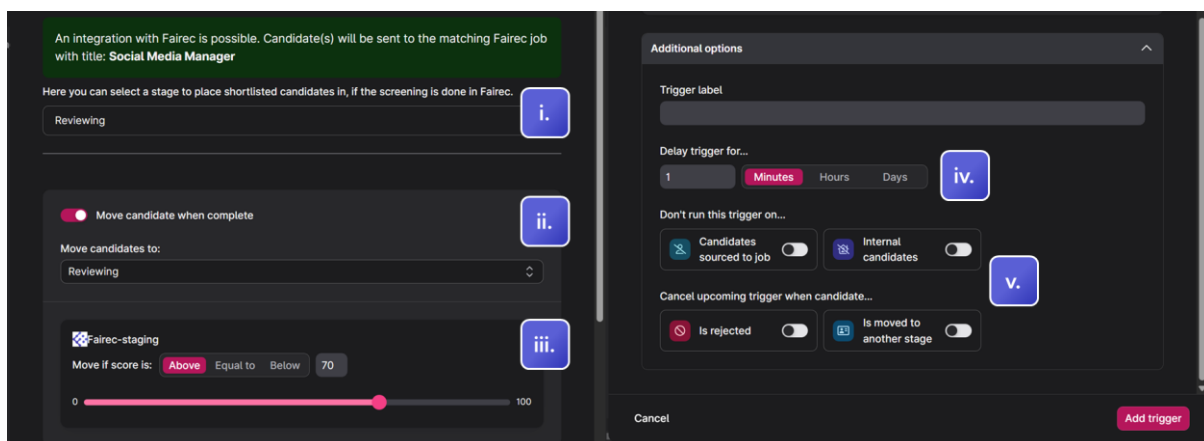
1. Click the “Add job” button, select the job from Teamtailor to activate Fairec on and click the “Update” button
2. Key information will be imported from the job in Teamtailor into the Fairec platform. Now, continue the remaining steps to complete the job calibration process in Fairec.

Step 2 — In the Teamtailor platform:

1. Go to the job overview and select the stage you want Fairec to be activated. Applicants that move to this stage will automatically receive an invite to the Fairec interview.
2. For the chosen stage, click: **three dots (settings) > Triggers > Send Fairec Interview**



3. Here, you can customise the trigger through several parameters:
 - i. Select what stage you want to applicant to be moved to when you give them the “shortlist” tag in Fairec
 - ii. Select what stage you want to applicant to be moved to when they have completed their interview in Fairec
 - iii. Select what stage you want to applicant to be moved to if they surpass a specific threshold of the Fairec score
 - iv. Trigger delays, to e.g., wait with sending the interview invitation for a specific amount of time
 - v. Cancelling the trigger given specific candidate characteristics

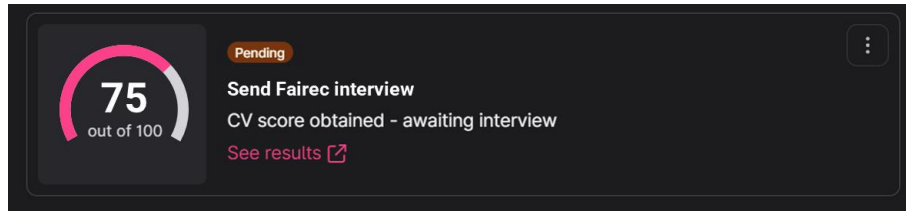


4. You are now completely set up! Once applicants apply to the job through Teamtailor and appear in the stage which the Fairec interview trigger is activated, they will automatically be invited to an interview! 🎉

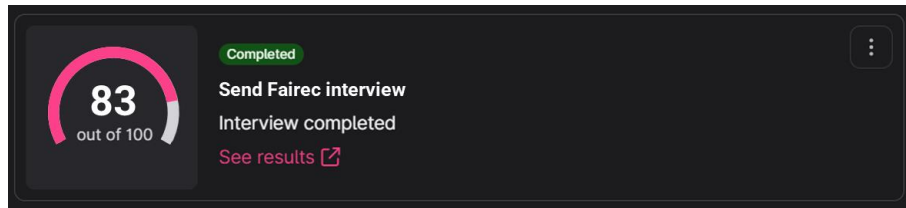
Step 3 — Screening, evaluation and shortlisting:

Fairec is purpose-built to make shortlisting easy - using in-depth, anonymized candidate evaluations based on interview data, so we advise you to undertake the screening in Fairec. However, key results also surface in Teamtailor:

When a candidate receives a Fairec interview invite, their Status in Teamtailor shows **Pending** and they receive an initial CV score (e.g. “CV score: 75/100”).



Once the Fairec interview is completed, Teamtailor updates the candidate's status to **Completed** and they receive the final Fairec score (e.g. “Total score: 83/100”). OBS: data is synchronised every 1 (one) hour, unless synchronisation is manually enforced.



Recommended by Fairec

While optional, these settings help make the integration more intuitive and efficient, while reducing candidate confusion:

- **Shortlist directly in Fairec.**
 - o Why: Enables you to access the complete anonymized evaluation, comparing candidates across competencies before making decisions.
- **Include an Interview Invite notice in Teamtailor's auto-reply**
 - o How: Customize your application auto-reply to say, for example: “*Thanks for applying! You'll shortly receive an invite to an AI interview from Fairec - so check your inbox (and spam folder).*”
 - o Why: Gives candidates clarity and prevents confusion when the Fairec invitation arrives in their inbox

4. Details regarding the integration

Direction	Data fields
Teamtailor → Fairec	<u>Candidate info</u> : Name, email, resume/CV, state <u>Stage info</u> : Stage ID
Fairec → Teamtailor	<u>Candidate info</u> : CV Score, interview Score, URL, state

5. Support

In case you might need any form of help with the integration or is interested in learning more about the full potential of this integration, please do not hesitate to reach out to the Fairec support team at:

- Email: support@fairec.io

For additional information on the Fairec platform we also provide detailed explanations and help on our website www.fairec.io.