

Support article – SmartRecruiters

This guide details how to configure and use the integration between Fairec and SmartRecruiters.

The guide is split into two parts:

- First part describes how to enable the integration. This part is intended for Fairec users with tenant owner permissions or similar.
- The second part describes how to use the integration features and is intended for Fairec users with recruiter permissions or similar, that is, users who conduct screening in Fairec.

Support:

Fairec's support can be reached by email, at: support@fairec.io. The inbox is monitored during regular business hours (CEST).

Guide 1: Enabling the integration

Requirements:

- (1) A Fairec user account with permission "Manage ATS integration". This permission can be granted by assigning the "Tenant owner" role to the user.
- (2) A Fairec user account with permission "Smartrecruiters system access". This account must also have a password as method to sign in to the Fairec platform. That is, the user must not be a pure SSO user. If in doubt about the latter, reach out to Fairec's support or contact your sales representative.
- (3) A SmartRecruiters user account with Administrator accesses.

Fairec user roles and permissions can be found at: <https://platform.fairec.io/users>

A single user account can work as both accounts mentioned in (1) and (2). However, this is not recommended. As a security best-practice, create a system-user account, which fulfils the requirements of (2) and use that. Do not assign additional permissions to this system account.

Steps:

- 1) In your SmartRecruiters tenant, create an API key. This can be done by following the steps in: [SmartRecruiters guide](#). You need to grant a list of permissions to this key, either by assigning them directly or by assigning a role to the key. These are required:

- a. *Access Candidates*
 - b. *Manage Candidate Status and Properties*
 - c. *Access Candidate's status*
 - d. *Access job applications*
 - e. *Access Company Settings*
 - f. *Access Jobs*
 - g. *Access information about my user*
 - h. *Access Reviews*
 - i. *Create, update, and delete reviews*
 - j. *View, create and delete webhook subscriptions.*
- 2) Navigate to <https://platform.fairec.io/settings/integration>, and click the SmartRecruiters icon.
 - 3) Fill in the required details:
 - a. "API Key" refers to the API Key created in step (1).
 - b. "Fairec username (email)" refers to the user account which was described in (2) from the requirements section above.
 - c. "Fairec password" refers to the password of that user account.
 - 4) The integration should now be active. If an error occurs, retry the above steps or reach out to Fairec's support.

Guide 2: Using the integration

Requirements:

- (1) A Fairec user account with permission "Manage job posts". This permission can be granted by assigning the "Recruiter" role to the user.
- (2) A working integration between SmartRecruiters and Fairec. See above guide.

Configuring a job integration:

- 1) Navigate to: <https://platform.fairec.io/job-posts/create>
- 2) You will be prompted to select a job to integrate with. Select a job, and press "Continue".
- 3) Now you can configure triggers:

- a. The first trigger, "Mail invitation" must have a stage selected. Select a fitting stage, and if applicable, a sub-stage. The first time a candidate reaches the selected (sub)-stage in SmartRecruiters they are automatically sent to Fairec.

Warning: All candidates who are within the selected (sub)-stage upon activating the job integration, are sent to Fairec. If this is unwanted, move the candidates away from the (sub)-stage, before activating the job integration.

- b. Select “Status sync” triggers, which work on Fairec statuses like “Shortlist”. These are optional. Select fitting (sub)-stages. The first time a candidate has the corresponding status in Fairec they are moved to the selected (sub)-stage.

Warning: Cascading automation. If “Status sync” triggers are enabled, an applicant might be moved to a stage in SmartRecruiters. If this stage also has automation enabled, this automation also starts. That might cause unwanted actions.

- 4) Press “Import” to finish importing the job.
- 5) Complete the job calibration inside Fairec.

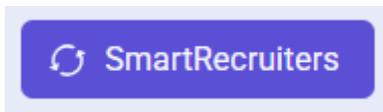
Managing a job integration:

Navigate to <https://platform.fairec.io/job-posts/{ID}>, where “ID” is the ID of the job post which has an active integration. You can also find this through <https://platform.fairec.io/job-posts>, and select the job.

1) Instant sync

Some data properties between Fairec and SmartRecruiters are synced every hour. However, you can force an instant sync by:

- a. Click the “SmartRecruiters” button in the top of the page:



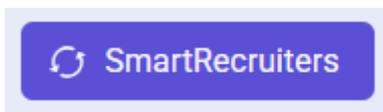
- b. A dialog opens. Press the button “Synchronize”:



2) Deleting the job integration

If required, the job integration can be deleted:

- a. Click the “SmartRecruiters” button in the top of the page:



- b. A dialog opens. Press the button “Delete”:

