Broadbean Job Posting

Edge Integration Guide

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Overview

Broadbean Technology, a CareerBuilder company, develops innovative online recruitment software that helps over 60,000 recruiters globally source candidates from job boards, social networks, and other online recruiting channels. In short, Broadbean helps to streamline the recruiting process. Broadbean's strong partnerships and successful network of over 4,500 integrated job boards allow them to provide powerful insight on the recruiting industry through performance analytics.

Cornerstone and Broadbean Technology have collaborated to deliver a seamlessly integrated job posting solution. From Cornerstone Recruiting, organizations can use the Broadbean integration to post jobs to over 4,500 job boards, social media sites such as LinkedIn, Twitter, and Facebook, and other recruitment channels. Through this integration, organizations can harness the power of internal and external sourcing within Cornerstone Recruiting and distribute job postings to the most popular job boards and eliminate the duplicative administrative burden to post jobs on individual job board sites.
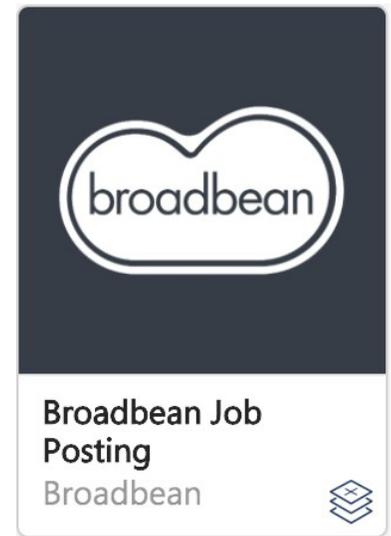
Requirements

- The Broadbean Job Posting integration requires purchase through the Edge Marketplace. Your organization will be invoiced the amount of the product on the purchase date and every anniversary of that date.

- A Broadbean Job Posting administrator account is required.
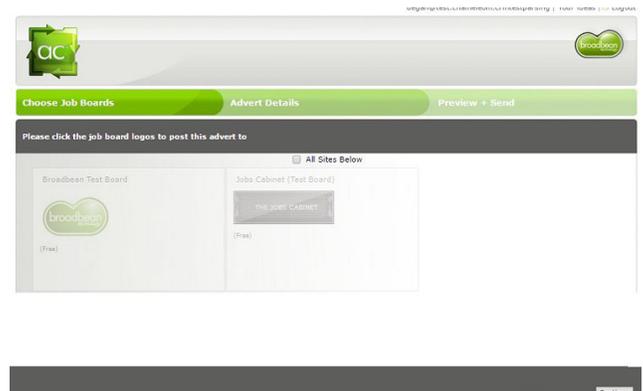
Edge setup

After purchasing the Broadbean Job Posting in the Edge Marketplace, the configuration will need to be completed in the Integration Center.

Broadbean API & **Secret Key** - Enter the Broadbean API & Secret key, which is provided to you by your Broadbean implementation team. This key is your organization's unique identifier that enables Cornerstone to authenticate with Broadbean.

Admin Username - Enter the Broadbean Admin Username provided by your Broadbean implementation team. This is used for pulling the status of the Broadbean Job Postings and for deleting postings.

Allow Admin Fallback - If enabled, users that do not have a Broadbean User Account configured will use the Broadbean Admin account for posting. These postings will refelct as posted by the Admin account.
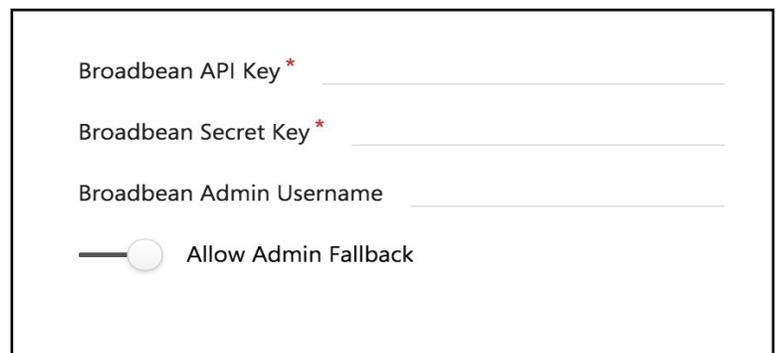
Broadbean API Key *

Broadbean Secret Key *

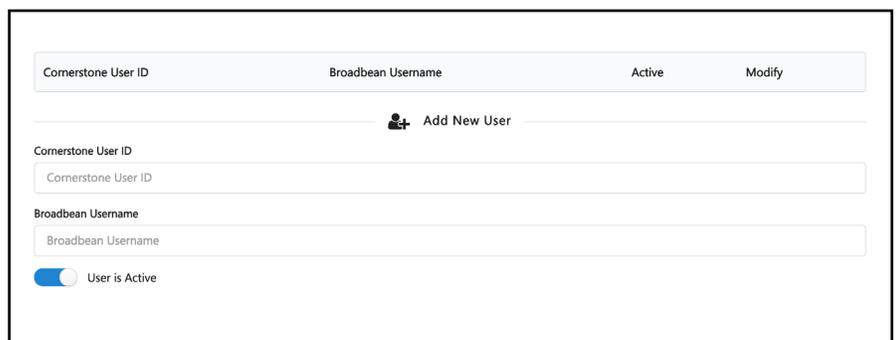Broadbean Admin Username

Allow Admin Fallback

Edge Manage Users

You will need to create a separate account in the Edge Integration Center in the Broadbean Job Posting Integration's Manage Users page. Every user accessing the Broadbean integration will need to have a configured user account with a unique Broadbean ID. These accounts will need to be enabled individually and cannot be bulk uploaded.

Cornerstone User ID - This is the User ID for the Cornerstone account that will be accessing the Broadbean Job Posting integration.

Broadbean Username - This is the username of the Broadbean Job Posting account that the user will use for Broadbean access.

User is Active - This option determines if the connection is currently active.

Cornerstone User ID	Broadbean Username	Active	Modify

Add New User

Cornerstone User ID

Cornerstone User ID

Broadbean Username

Broadbean Username

User is Active

Manage Requisitions

Creating requisitions that will post to Broadbean is very similar to the standard requisition creation process. There are several points of interest to keep in mind when creating requisitions that are intended for Broadbean Job Postings.

General page

On the General tab, within the Details section, you have the opportunity to create a Primary Location for your requisition, as well as additional locations as necessary. Jobs posted via Broadbean will only show the primary location for the job, rather than any additional locations that are configured for the requisition.

Job Ad page

Once the Job Ads have been configured, clicking the NEXT button executes the Call Channels API call to Broadbean. This communication populates the Postings page with available jobs.
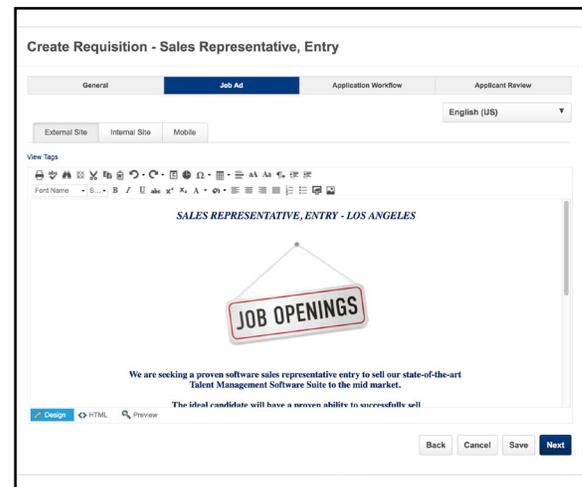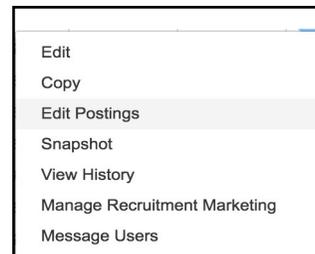

Cancelling/closing requisitions

For job requisitions that are posted to Broadbean, if the requisition is put into a Canceled or Closed status, then the requisition is removed from Broadbean.

Job Postings

To post a job via Broadbean, you will need to access the Postings Page by selecting the Edit Postings link from the Options dropdown for each Requisition.

In order to post to a job board, you will first need to post the job to at least one external career site.

Next, from the Job Boards section select the Broadbean tab. To post the job, click the POST button below the name of the job board.

If changes are made to the job, click REFRESH. This re-enables the POST button so that you can re-post the job.

To remove the posting from Broadbean, click the trash can icon to the right of the posting or the Delete All button.
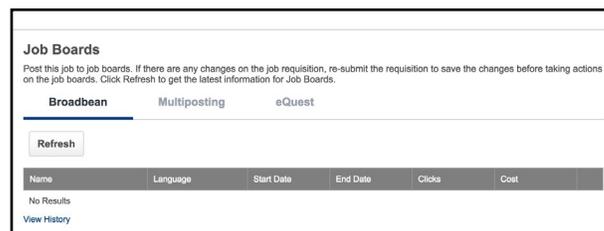
View Job Board History

Click the View History to view deleted or expired job boards. This provides you with a place to see job boards that are no longer current for the job.

The Job Board History page displays the following information for the job:

- **Name** - This column displays the name of the job board. The status and the date of the status change display below the job board name.
  For your Broadbean postings, once the job is posted, you can click the name of the posting to view the posting. You can also click REFRESH to update the posting names into a clickable link that will open the Broadbean posting. Broadbean postings that are in a Pending status are not linked.
- **Language** - This column displays the language of the job posted to Broadbean.
- **Start Date** - This column displays the date on which the job was posted.
- **End Date** - This column displays the date on which the job posting ended.
- **Clicks** - This column displays the number of clicks the posting received.
- **Cost** - This column displays the cost of the posting.

Click DONE to close the Job Board History page.

Error Message

An error message will display if the post is not successful. This error could indicate that the Broadbean API, Secret Key, or Admin Username are not correct in the Edge Integration. This message could also indicate that the user account attempting to post is not properly configured.
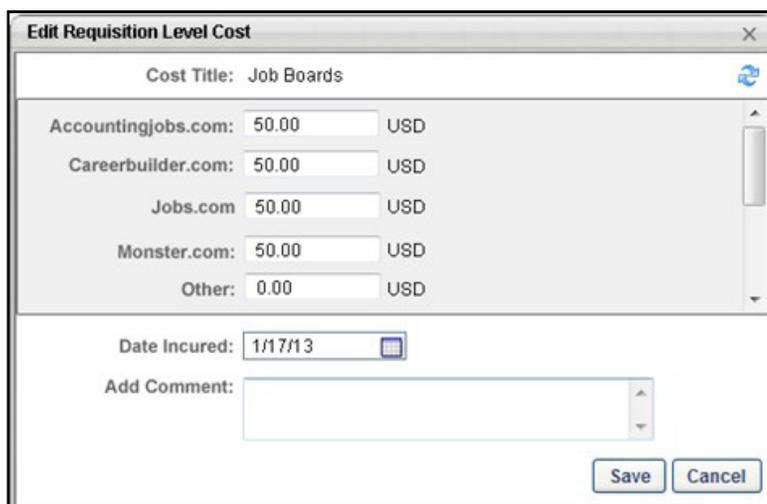

Job Board Costs

Job board costs for Broadbean are costs that have an associated value for the requisition and classified as requisition level costs. Broadbean costs are tracked by the system and costs are automatically updated in the Requisition Level Costs table on the Cost Details tab of the Snapshot, accessible from the requisition's Options dropdown.

From this panel, you can also manage and add requisition level costs, as well as view job board costs, which are automatically tracked by the system.

When editing job board costs that are associated with Broadbean, the Edit Requisition Level Cost pop-up displays different fields than when editing job board costs that are not associated with Broadbean.