



Job Distribution Connector

Edge Integration Guide



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Version history

| VERSION | DATE | DESCRIPTION |
|---------|-----------|-------------------------------|
| 1.0 | 2/21/2019 | Original version |
| 2.0 | 7/24/2019 | Updates made to welcome text. |

Overview

A job distribution vendor aggregates jobs and sends them to multiple job boards. The Job Distribution Connector allows you to develop an integration between Cornerstone and a job distribution vendor. You define the endpoints where Cornerstone sends the job posting requests. Cornerstone has defined standard contracts that you can implement at these endpoints. Recruiters can then send jobs to the job distribution vendor's system directly from Cornerstone. They can also edit, repost, and delete postings from Cornerstone. The integration also supports sending the status and certain metrics about each job posting from the job distribution vendor to Cornerstone.



Prerequisites

1. Cornerstone Recruiting
2. Account with a preferred job distribution provider
3. Job distribution provider or 3rd party development team

Exceptions

Only one job distribution provider can be integrated in your Cornerstone portal using the connector.

Prerequisite setup

1. Have your job distribution provider or 3rd party engineering/software development team review the Job Distribution Connector documentation within the API Explorer.
2. Job distribution provider or 3rd party engineering/software development team develops the integration based on the requirements provided in the Cornerstone documentations.

Edge setup

1. Log in to your Cornerstone portal.
2. Navigate to the **Edge Marketplace** (Admin > Tools > Edge > Marketplace).
3. Search for **Job Distribution Connector** then click on the **Job Distribution Connector** tile.
4. Click on **Create Connection**.
5. Enter your job distribution provider information then click **Submit**.
6. Click on **Configure Now**. You will then be directed to the **Settings** page. You can also navigate to this page by going to Admin > Tools > Edge > Integrations > search for Job Distribution Connector > click on Job Distribution Connector
7. Configure the integration on the **Settings** page. Please ignore the Callback Access Key field.

Back Job Distribution Connector Production

Settings Manage Users Transaction History Getting Started

Please fill in the fields below to configure your integration.

Callback Access Key
t/ts7e3iTZpAhxyqlauWfON3+9s= Copy

Username *

Password *

Secret Key *

Vendor Name * Job Distribution

BaseServiceURL *

Vendor supports 'Edit' action

Vendor supports 'Repost' action

Vendor supports 'Delete' action

Vendor supports 'Delete All' action

Field Configuration

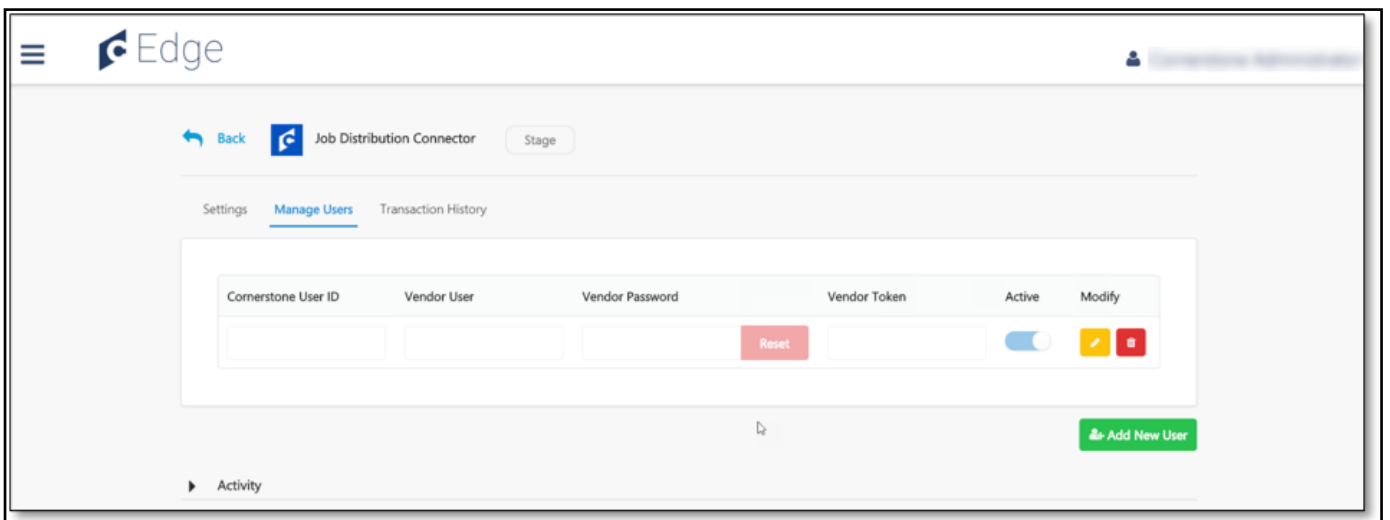
Job Posting Data

- a. **Username:** This is the username provided by your vendor/development partner to authenticate the request from Cornerstone Recruiting to the job distribution provider. The field is required to save the page.
- b. **Password:** This is the password for the username provided by your vendor/development partner to authenticate the request from Cornerstone Recruiting to the job distribution provider. The field is required to save the page.
- c. **Secret Key:** This is a random string provided by the client which will be used by Cornerstone to encrypt the password and user token before it is sent to the job distribution vendor. The client must share the same secret key with the vendor/development partner who in turn will use the key to decrypt the password and token received from Cornerstone. The field is required to save the page.

The secret key is not used to encrypt the password defined in step #7b above. The Secret Key is used to encrypt the end-user's password and token from the vendor's system. This is the password and token defined for each user in the Manage Users tab.

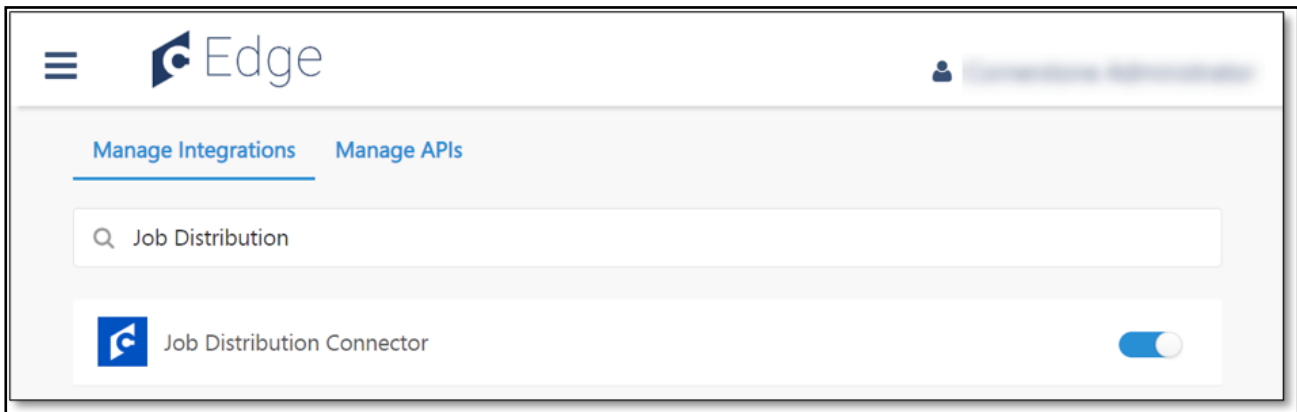
- d. **Vendor Name:** This is the name of your job distribution vendor. The name you define here will be displayed to your recruiters in the Job Posting page.
- e. **Base Service URL:** This is the base URL endpoint for all the job distribution webhooks. This is provided by your vendor/development team. The field is required to save the page.
- f. **Connector Action Toggle Switches:** The job distribution connector supports the create, refresh, edit, repost, delete and delete all actions. At a minimum, a job distribution vendor must support the create and refresh actions. The remaining actions are optional and a job distribution vendor may not support some or all of the remaining actions. Work with your vendor to identify such actions and turn off/on those actions accordingly using the action toggle switches. If the actions are turned on, the corresponding buttons are displayed to your recruiters in the Job Posting page. If the actions are turned off, the buttons are not displayed in the Job Posting page.
 - Vendor supports 'Edit' action: enable the toggle switch if the job distribution provider supports editing of a posted requisition
 - Vendor supports 'Repost' action: enable the toggle switch if the job distribution provider supports reposting of an expired and/or deleted requisition
 - Vendor supports 'Delete' action: enable the toggle switch if the job distribution provider supports deleting of a single posted requisition
 - Vendor supports 'Delete All' action: enable the toggle switch if the job distribution provider supports deleting all posted requisitions

- g. **Field Configuration:** This is the list of available fields that Cornerstone may send to your job distribution provider when posting a job requisition. Select the fields by turning on the toggle switch. Share the list of selected fields to your vendor/development partner to inform them of the fields to expect in the job requisition posting request. See [Appendix B: Field Mapping for field description](#).
8. Click on **Save Settings** which will take you to the **Manage Users** page. On the Manage Users page, you will provide a mapping of your users' Cornerstone User ID and their credentials on the job distribution provider's portal. Cornerstone uses the secret key defined in step 7c above to encrypt the password/token and sends it to the job distribution vendor as part of each action (create, edit, refresh, repost, delete, delete all). This allows your users to seamlessly navigate from Cornerstone to the job distribution provider's portal while creating, editing, deleting and/or re-posting a job requisition. Depending on the vendor's implementation, you will need to provide your users password or token or both from the vendor's system. All users who will be creating and managing job postings from Cornerstone to your job distribution vendor must already have an account with the vendor and must be listed on this page. If a user who is not listed on this page attempts to post a job, they will see an error message in Cornerstone. Cornerstone uses the secret key defined in step 7c above to encrypt the password/token and sends it to the job distribution vendor as part of each action (create, edit, refresh, repost, delete, delete all).



- Add a new user by clicking on the **Add New User** button.
- Enter values for the following required fields:
 - Cornerstone User ID: This is the user's user ID in your Cornerstone portal.
 - Vendor User ID: This is the user's corresponding user ID in the vendor's portal.
 - Vendor Password: This is the user's password in the vendor's portal.

- Vendor Token: This is the user’s token in the vendor’s portal. This token is usually issued by vendors to facilitate single sign-on (SSO) from Cornerstone to the vendor’s portal.
 - Active toggle: You can enable/disable the toggle to activate/deactivate a record on this page. Deactivating a record on this page does not deactivate the user account in Cornerstone or in the vendor’s portal.
 - Modify: You can edit an existing record by clicking the Edit icon. You can remove an existing record by clicking the Trash icon.
9. Once all users have been added, click Back to navigate to the Manage Integrations page.
10. Search for Job Distribution Connector integration and enable the integration by turning on the toggle switch.



Create and manage job posting

To create and manage job postings to the job distribution provider, navigate to the Manage Postings page of your requisition.

1. Navigate to Recruit > Manage Requisition > search for your requisition > click on the **Options** drop down > click on **Edit Postings**.
2. In the **Career Sites** section, ensure your job is posted to at least one career site. Your job must be posted to a career site before it can be posted to a job distribution vendor.
3. Click on Job Boards.
4. If there are multiple job board integrations configured in your portal in addition to the Job Distribution Connector, you will see several tabs in this section – one for every job board integration. Click on the tab with your **Job Distribution** vendor name. This is the name of the vendor defined on the Settings page in Edge.
5. Click **Post** to initiate the process of sending the job posting to the job distribution vendor.
6. This sends the job requisition details to the vendor and opens a new pop-up window displaying the vendor's portal. Depending on the vendor's implementation, the action you take in this pop-up window will vary. Complete the required actions in the vendor's portal, close the pop-up and return to the Cornerstone portal.
 - If defined in the job requisition, Cornerstone will send the localized values for Job Title and Job Description fields in the create, edit, and re-post actions.
7. You will not see any details about your job posting immediately when you return to the Cornerstone portal. Click **Refresh** to fetch details from the job distribution vendor.
8. On clicking Refresh, you will see relevant details for each of the job boards you selected to post your job in the job distribution vendor's portal.

< Edit Requisition

Career Sites

- Job Boards
- Recruiting Agencies
- Career Center
- Smart Referrals

Job Boards

Post this job to job boards. If there are any changes on the job requisition, re-submit the requisition to save the changes before taking actions on the job boards. Click Refresh to get the latest information for Job Boards.

Broadbean
Multiposting
eQuest
Prospective

Edit
Delete All
Refresh

| Name | Start Date | End Date | Clicks | Cost | |
|--------------------------------------------------------------------------------------|------------|------------|--------|------|--|
| swica Intranet <small>Pending (5058105,en)Account Manager - 227</small> | 4/30/2019 | 4/26/2029 | 0 | 0 | |
| jobs.swica.ch <small>Pending (5058104,en)Account Manager - 227</small> | 3/13/2019 | 3/9/2029 | 0 | 0 | |
| jobs.ch PROFESSIONAL <small>Pending (5058103,en)Account Manager - 227</small> | 3/13/2019 | 12/31/2019 | 0 | 0 | |

[View History](#)

9. Depending on whether you have turned on/off the subsequent actions (refer step 7f under Getting Started section), you can perform the following additional actions:

- Click **Edit** to edit the job postings. This will send the job requisition details again to the vendor and open the vendor’s portal in a pop-up.
- Click **Delete All** to delete all job postings. Alternatively, click the **Trash** icon to delete individual job postings. You may want to take either actions if you created the job posting in error or if the posting is no longer required. After clicking Delete All or the Trash icon, click 'Refresh' to fetch the latest updates from your vendor's site.
- If all your postings have been deleted or are in an expired or error status, you will see a **Re-post** button. Click on Re-post to post the job again. This causes Cornerstone to re-send the job posting data to the vendor and open the vendor's portal in a pop-up. Perform any required actions in the vendor's portal and close the pop-up. Click **Refresh** to fetch latest status from the job distribution provider.

10. Click **View History** to view changes made to the job posting from Cornerstone.

Appendix

A. Security permissions

| PERMISSION NAME | PERMISSION DESCRIPTION |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisition: Edit Postings | Grants ability to edit the Job Postings page for a job requisition. In addition, this permission enables users to store user-level credentialing information for job board aggregation partners on Edge. This permission cannot be constrained. |
| Requisition: Manage | Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade. |
| Requisition: Owner | <p>Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.</p> <p>Note: This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.</p> |
| Requisition: Select Recruiting Agency | Grants access to manage the Agency Postings workspace on the Requisition - External Postings page. This permission cannot be constrained. |
| Edge Integrations - Manage | Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third-party integrations that are used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission. |

| PERMISSION NAME | PERMISSION DESCRIPTION |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisition: Reviewer | <p>Enables reviewer to access requisitions and applicants for requisitions for which they are a reviewer. This permission cannot be constrained.</p> <p>Note: <i>This is a dynamically assigned permission that is not available in Security Role Administration. Once a requisition is in a Closed or Cancelled status or if the user is removed as a reviewer, the permission is revoked for the associated requisition. This permission cannot be manually assigned.</i></p> <p>Note: <i>If an applicant reviewer is removed as a reviewer via the Applicant Profile page, the Requisition: Reviewer permission is revoked for the associated requisition. However, if the reviewer was also added as a reviewer via the General tab when creating, editing, or copying the requisition, the reviewer still appears on the In Review panel as a duplicate reviewer and retains access to the requisition and applicants from the Requisition: Reviewer permission. See Applicant Profile Page Overview for more information about duplicate reviewer instances.</i></p> |
| Edge Marketplace - Manage | <p>Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase third-party integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.</p> |
| Applicants: Assign Assessment Integration | <p>Grants access to manage assessment integrations from the Applicant Profile page. This applies to assessments that have been configured in the integration center. This permission cannot be constrained. This permission is only available for portals that have an active assessments integration.</p> <p>This is the highest level of permission for this functionality. In addition to being able to assign assessments, users with this permission will be able to view the assessment status and assessment details.</p> |

B. Field mapping

| ITEM # | SECTION | FIELD LABEL | FIELD DESCRIPTION |
|--------|--------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Job Posting Data | Job Requisition ID | Cornerstone's internal ID for a job requisition |
| 2 | Job Posting Data | Job Requisition Ref | Job requisition ID as displayed in the Cornerstone portal |
| 3 | Job Posting Data | Job Title | Display Job Title for the requisition in Cornerstone Localized job title is sent in the create, edit and repost actions from Cornerstone to the job distribution vendor (if localized values are added to the requisition by the recruiter). |
| 4 | Job Posting Data | Job Description | External Job Ad for the job requisition (includes HTML markup) Localized job description is sent in the create, edit and repost actions from Cornerstone to the job distribution vendor (if localized values are added to the requisition by the recruiter). |
| 5 | Job Posting Data | Url | The default career site URL for the job requisition |
| 6 | Job Posting Data | Contact Phone | The Contact Phone entered in the job requisition in Cornerstone |
| 7 | Job Posting Salary | Salary From | Minimum salary range for the job requisition |
| 8 | Job Posting Salary | Salary To | Maximum salary range for the job requisition |

| ITEM # | SECTION | FIELD LABEL | FIELD DESCRIPTION |
|--------|-----------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | Job Posting Salary | Salary Currency | Three character ISO code for the salary currency |
| 10 | Job Posting Location | Country Id | Location OU ID for country as defined in Cornerstone. This is the value associated with the primary location of the job requisition |
| 11 | Job Posting Location | Country Value | Location OU title for the country associated with the primary location of the job requisition |
| 12 | Job Posting Location | State | State associated with the primary location of the job requisition |
| 13 | Job Posting Location | City | City associated with the primary location of the job requisition |
| 14 | Job Posting Location | Zip | Zip/postal code associated with the primary location of the job requisition |
| 15 | Job Posting Employment Type | Employment Type Id | Internal Cornerstone ID for employment type associated with the job requisition |
| 16 | Job Posting Employment Type | Employment Type Value | Employment type associated with the job requisition. Possible values are 'Full' and 'Part'. |
| 17 | Job Company | Job Company Division | Division associated with the job requisition |
| 18 | Job Company | Job Company Account Name | First and Last Name of the person posting the job. This is the person who initiated the action to post the job to the job distribution vendor. |

| ITEM # | SECTION | FIELD LABEL | FIELD DESCRIPTION |
|--------|------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 19 | Job Company | Job Company Account Email | Email of the person posting the job. This is the person who initiated the action to post the job to the job distribution vendor. |
| 20 | Requisition Hiring Manager | First Name | Hiring manager's first name |
| 21 | Requisition Hiring Manager | Last Name | Hiring manager's last name |
| 22 | Requisition Hiring Manager | User Id | Hiring manager's Cornerstone user ID |
| 23 | Requisition Hiring Manager | Email | Hiring manager's email |
| 24 | Requisition Hiring Manager | Phone | Hiring manager's phone number |
| 25 | Requisition Primary Owner | First Name | Primary owner's first name |
| 26 | Requisition Primary Owner | Last Name | Primary owner's last name |
| 27 | Requisition Primary Owner | User Id | Primary owner's Cornerstone user ID |
| 28 | Requisition Primary Owner | Email | Primary owner's email |
| 29 | Requisition Primary Owner | Phone | Primary owner's phone number |
| 30 | Requisition Default Language | Code | Requisition's default language ISO code |
| 31 | Requisition Default Language | Description | Requisition's default language |