



RECRUITIFI



iCIMS Integration Guide

Using RecrutiFi with iCIMS

You have three options for how you use RecrutiFi in conjunction with iCIMS. Our Client Success team is ready to work with you to determine which option is right for your organization.

1. Stand Alone [page 3]

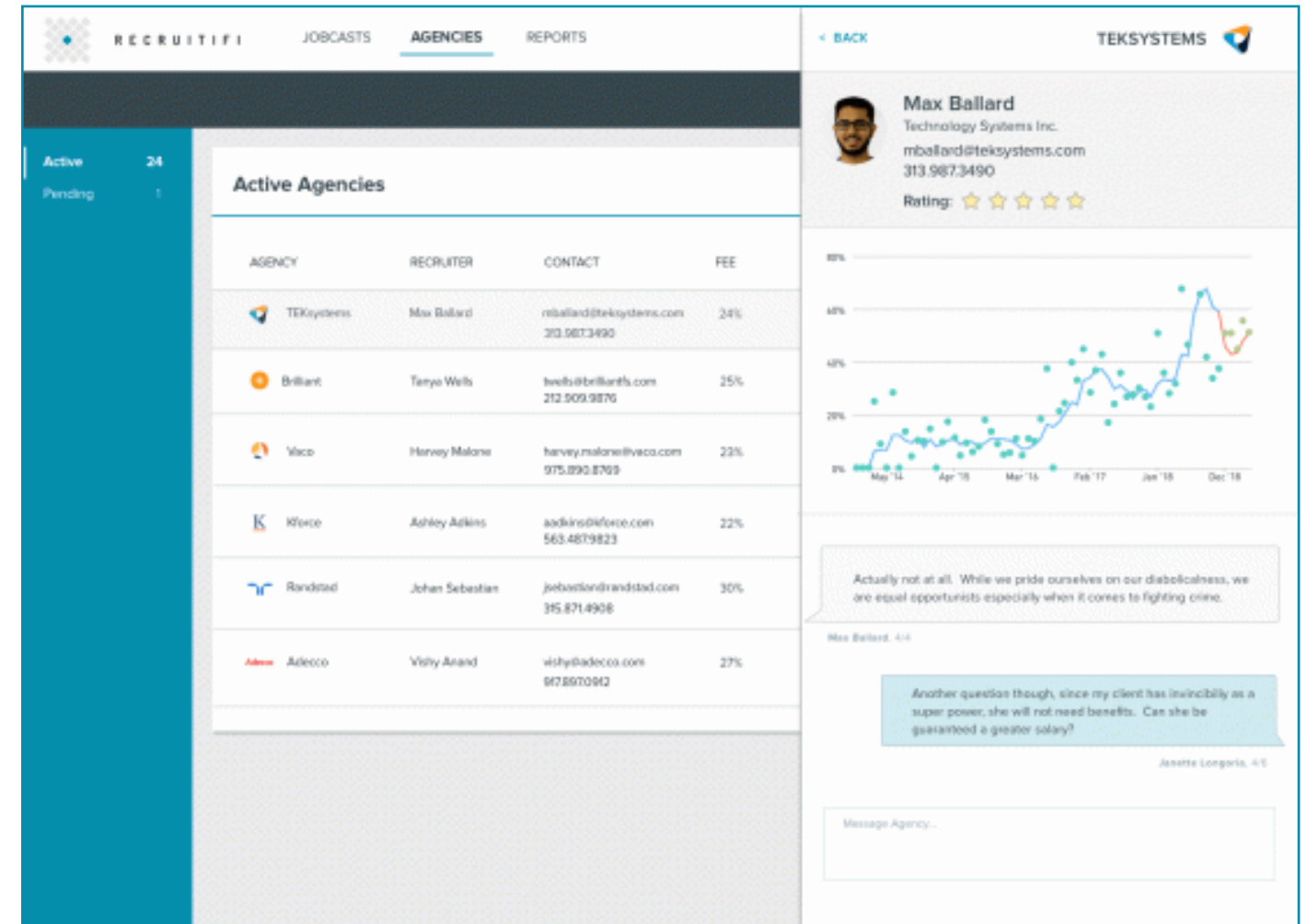
The turn-key way to use RecrutiFi immediately.

2. iCIMS Quick Setup [page 4]

Candidate tracking and ownership in your ATS which takes less than an hour to set up.

3. Integration [pages 5-13]

A customized integration that provides a technically seamless workflow between the two systems.



Option 1: Stand Alone

RecrutiFi can be used independently to manage agency searches and every step of the hiring process. Most employers begin with this option.

Standard tools within RecrutiFi like job libraries, templated company-wide fields, and cloning tools make posting jobs a breeze.

Candidates are submitted through RecrutiFi, where you can review them, schedule interviews, share their profile with hiring managers, disposition them, or mark them as hired.

All reporting is available in real time, including EEOC/OFCCP data. All records are kept in accordance with

federal and international guidelines should you need to legally review the search at a later date. When you hire your candidate in iCIMS, they can be invited to apply directly, or their agency can submit their profile.

Benefits: With this option, you can start using the platform immediately. It requires no additional set-up, and captures all the necessary data you need for reporting and regulatory compliance.



Option 2: iCIMS Quick Setup

RecrutiFi provides a simple in-platform setting to seamlessly invite candidates into iCIMS at any stage of the hiring process that you choose.

Setup time and effort is minimal—just a few minutes of time for your ATS/HRIS administrator to add RecrutiFi as a source in iCIMS. Upon posting each job on RecrutiFi, your TA team will add the URL of the job posting from iCIMS, and our system will append the URL with RecrutiFi as the source for all applicants that come through that link.

Benefits: Maintain your candidate workflow in iCIMS, while keeping the control and benefits of managing your agencies through RecrutiFi.



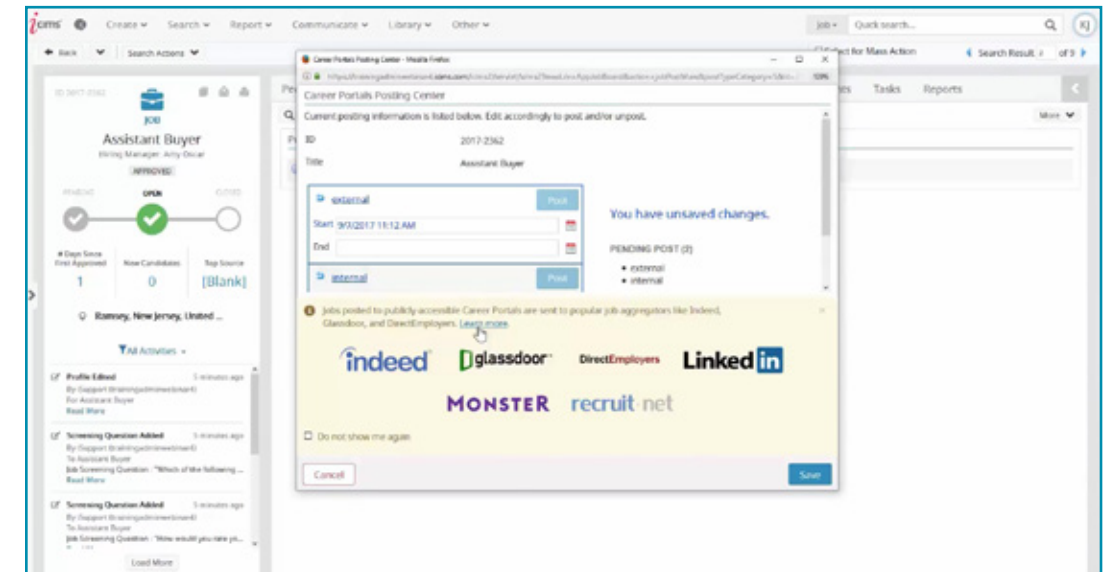
Option 3: Integration

RecrutiFi will integrate with your iCIMS instance at no cost. The iCIMS open API enables us to integrate with great flexibility and does not require an iCIMS partnership or their resources.

Integration generally involves building a mechanism for posting jobs from iCIMS to RecrutiFi and to auto-push candidates back to iCIMS. The full scope of the project will be mapped out by RecrutiFi in conjunction with your TA, HRIS, and IT teams, with the engineering work to be done entirely by RecrutiFi's tech team.

Keep in mind that every integration is customized to fit the needs of the employer, so the time-frame for completion can range from a few weeks to a few months.

Benefits: You have the flexibility to maintain your full workflow for requisitions, evaluating candidates, and hires in iCIMS, while gaining the benefits of agency management through RecrutiFi.

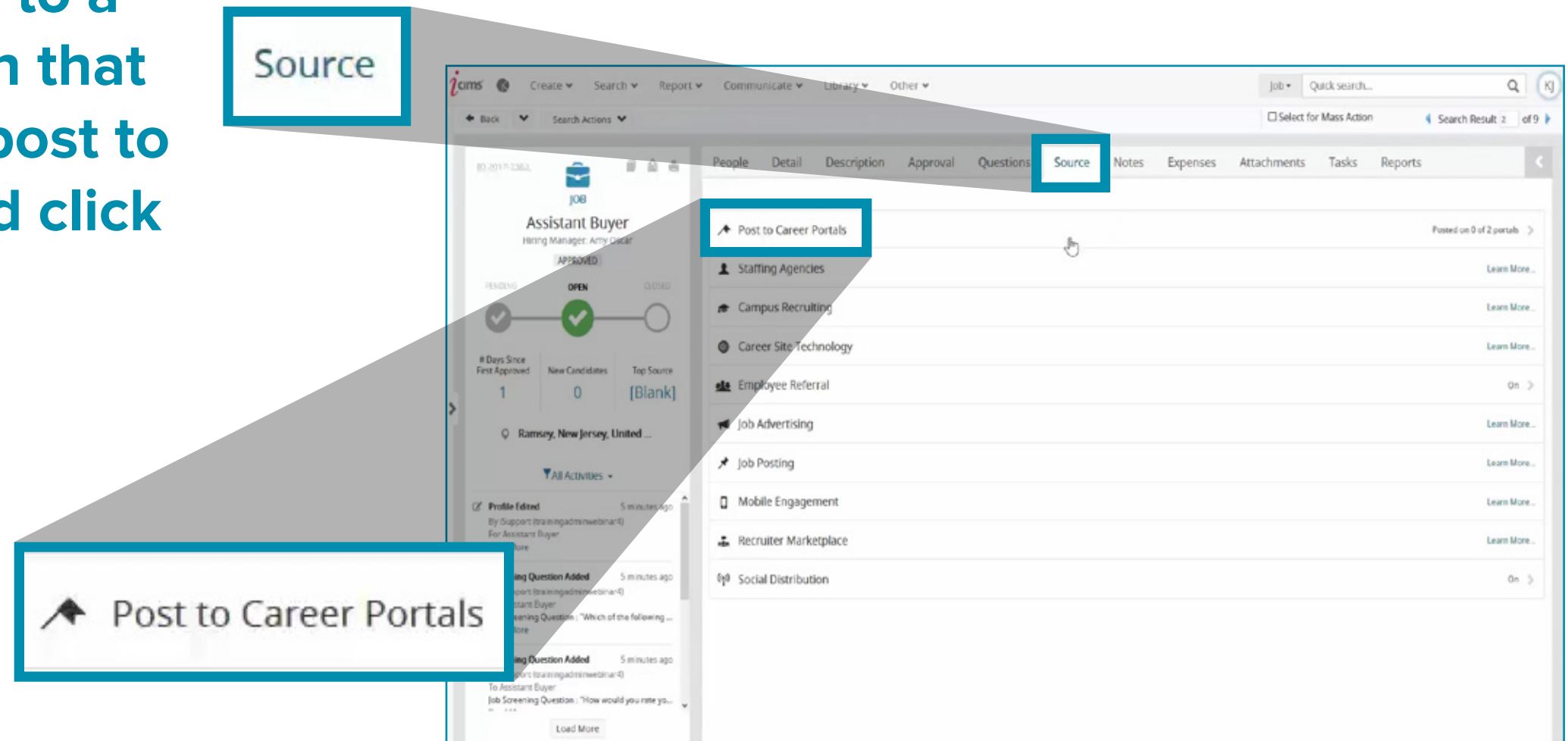


The following pages lay out a typical integration plan.

Option 3: Integration - Posting Requisitions

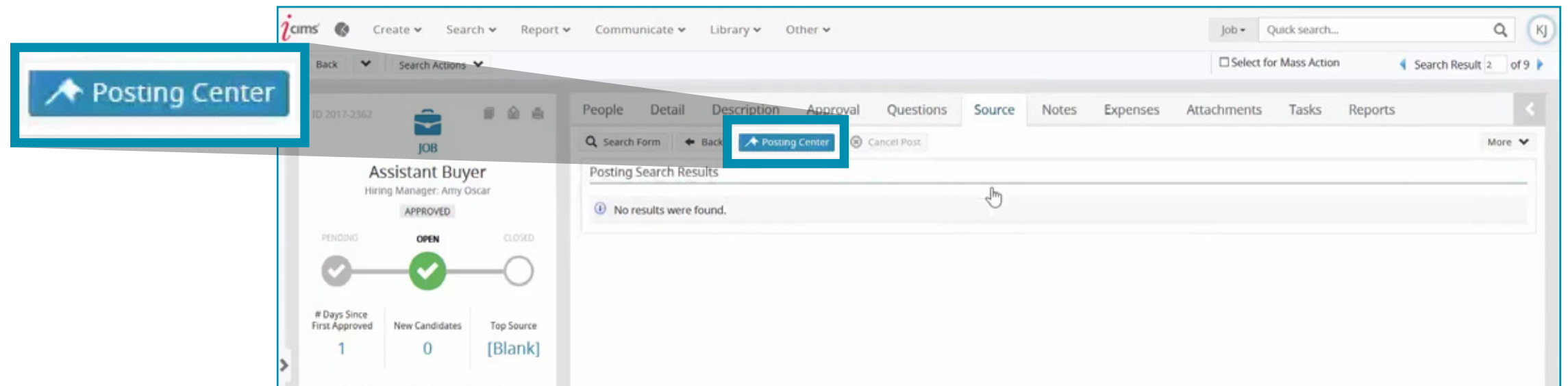
1. Within the iCIMS app, navigate to a job requisition that you'd like to post to RecrutiFi, and click “Source.”

2. Click “Post to Career Portals.”



Option 3: Integration - Posting Requisitions

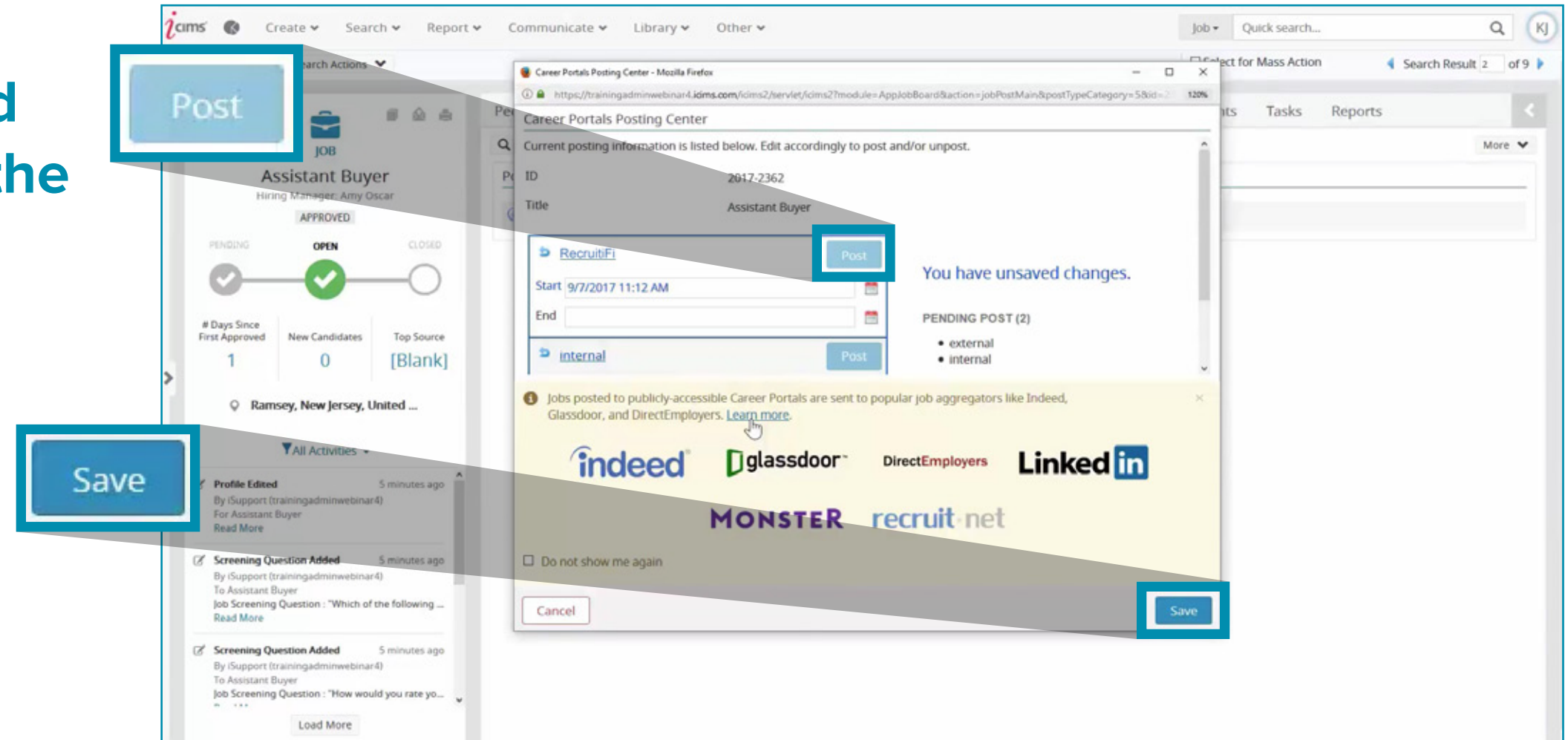
3. Click
“Posting
Center.”



Option 3: Integration - Posting Requisitions

4. Find RecrutiFi in the Career Portals Posting Center, and click “Post” to set the posting start date.

5. Click “Save.”




Option 3: Integration - Posting Requisitions

Congratulations!

You just posted your job to RecrutiFi with a few clicks of a button! At this point, you have two options for how we set up your organization.

1. Send from iCIMS: You can choose to send the job straight from iCIMS without ever going to RecrutiFi. Our algorithm will select agencies to receive the job, and you're good to go. Note that this does not allow for the flexibility of manually selecting the agencies. Also, certain unique fields on RecrutiFi will remain blank, so your agencies will have less information to source candidates.

2. Send from RecrutiFi (recommended): You are seamlessly linked to RecrutiFi to complete the additional fields and have the option of manually selecting the agencies. Of course, our algorithm will still make the relevant agency suggestions.




JOBCASTS

AGENCIES

REPORTS

Candidates, Agencies, and JobCasts

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JobCasts > Analytics Lead - 2 Locations

ALL CHANGES SAVED

SECTIONS

1. Overview

2. Requirements

3. Compensation

4. Specifics

5. Agencies

Review & Submit

Agencies

BACK

NEXT




These agencies are matched to work on this JobCast based on your JobCast inputs.

If you remove an agency from this list, they will not receive this JobCast. Click 'See More' to view and add additional legacy agencies to your list.

Quick Search


Matching Agencies (5)

SEE MORE

AGENCY	PLACEMENT FEE	RATING	REASON FOR MATCH	
<div></div> <div>Targeted Experts RecrutiFi Community</div>	14%	★4.7		<div>ALL</div> <div>—</div>
<div></div> <div>Gilberte Bartoletti Stoltenberg, Okuneva...</div>	20% - 21%	N/A	Mid-Level	<div>—</div>
<div></div> <div>Joesph Kassulke Runolfsson Group</div>	19%	N/A	Mid-Level	<div>—</div>

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Option 3: Integration - Candidate Syncing

1. Candidates are submitted through RecrutiFi.

2. All candidates are automatically synced to iCIMS.

The image displays two overlapping software interfaces. On the left is the RecrutiFi 'JOBCASTS' interface, showing a sidebar with 'CANDIDATES' (New: 0, Reviewing: 2, Interviewing: 0, Offers: 1, Rejected: 0, Hires: 1) and 'UPDATE CENTER' (Alerts: 9, Message Board: 1). The main area shows a 'Compliance Specialist 2 - New York' jobcast with a 'CLOSE' button and a candidate card for 'Jeremy Jones'. The card includes his photo, name, email (jeremy.jones@upton.net), LinkedIn link, phone (+1 (318) 555-4220), and location (New York, NY). Below the card are tabs for 'AGENCY CHAT', 'RESUME', and 'RESPONSE'. On the right is the iCIMS interface, showing a candidate profile for 'Jeremy Jones' (ID 1409). The profile includes a 'Resume' tab, a 'Download Resume' button, and social media links. The 'Resume' content shows 'Jeremy Jones' as a 'Trainer' with contact information (680 Avenue K, Asbury Park, NJ 07712; tomhartt@person.icims.com; (732) 555-5555) and a 'SUMMARY' of his experience. Below the summary is a table of certifications and a section for 'PROFESSIONAL EXPERIENCE' at 'Club Aspire, Hazlet, NJ' from Jan 2011 to Present.

Option 3: Integration - Candidate Syncing

3. Candidates are tagged in iCIMS with “RecruitiFi” as the source.

The screenshot displays the iCIMS interface for a candidate named Jeremy Jones. On the left, a sidebar shows the candidate's profile with a 'Source' dropdown menu set to 'RecruitiFi'. The main content area shows the candidate's resume, including contact information, a summary, and professional experience. A callout box highlights the 'Source' dropdown menu, which is set to 'RecruitiFi'.

Source
RecruitiFi

Jeremy Jones
Trainer
CAND ACTIVE
10 Prof. Exp. (Yrs) 0 Submissions
Applying for Store Clerk II
Reject Advance
Asbury Park, New Jersey, United States
tomhartt@person.icims.com
(732) 555-5555

Resume
Download Resume Upload Resume Log
Traditional LinkedIn Facebook Google+

Jeremy Jones
680 Avenue K, Asbury Park, NJ 07712
tomhartt@person.icims.com
(732) 555-5555

SUMMARY
Personal Trainer with over 9 years' health and wellness experience across fitness centers and methods. Proven track record in helping clients achieve fitness goals through customized exercise and diet programs. Improve fitness center revenue by developing new fitness programs and relationships with clients.


PROFESSIONAL EXPERIENCE
Club Aspire, Hazlet, NJ Jan 2011 – Present
Trainer
• Provided one on one training to clients
• Taught fitness classes based on body weight training to over 25 students per class
• Instructed clients on proper equipment use

Option 3: Integration - Hires, Billing, and Payments

1. Mark the hire through iCIMS.



2. RecrutiFi automatically generates an invoice. You remit payment to RecrutiFi, and we pay the agency.

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BILL TO
Volkswagon NA
21 Main St.
Chattanooga, TN 11205

INVOICE # 20008
INVOICE DATE 6/16/19

Activity

Date	Description	Corporate Recruiter	Amount
6/16/19	Hire of Jeremy Jones.	Annalee Duran	\$12,050.00

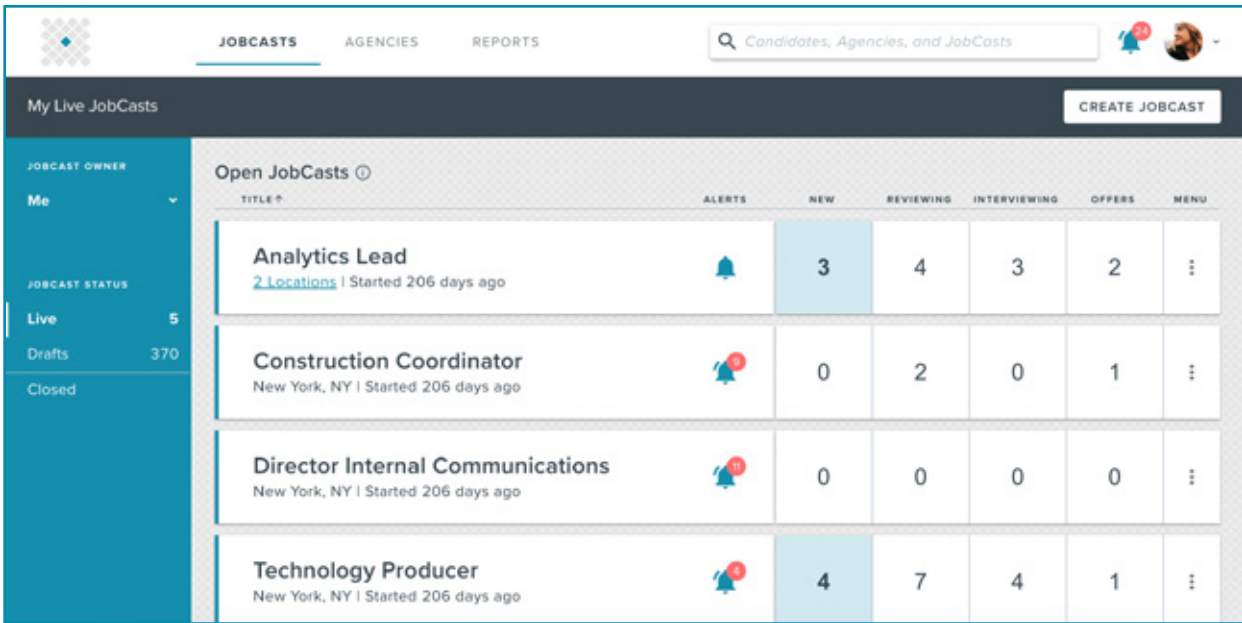
Using RecrutiFi with iCIMS

Simple, Elegant, Flexible

Regardless of whether you choose to use RecrutiFi as a stand-alone product, use the native ATS quick setup, or opt for a full iCIMS integration, RecrutiFi provides a number of elegant options to adapt to your organization’s workflow. Our team is happy to consult with you to choose the right option for you.

Should you choose a full iCIMS integration, the one depicted in this guide is our general recommendation, but by no means is it the limitation of possibilities. Every integration is customizable and is subject to your individual organizational needs and the current possibilities afforded by the iCIMS API.

We look forward to working with your team to provide an effective solution to streamline your agency process, reduce costs, and provide insights and visibility.



The screenshot displays the RecrutiFi interface with a top navigation bar containing 'JOBCASTS', 'AGENCIES', and 'REPORTS'. A search bar on the right is labeled 'Candidates, Agencies, and JobCasts'. Below the navigation bar, a sidebar on the left shows 'My Live JobCasts' with a 'CREATE JOBCAST' button. The main content area is titled 'Open JobCasts' and features a table with columns for 'TITLE', 'ALERTS', 'NEW', 'REVIEWING', 'INTERVIEWING', 'OFFERS', and 'MENU'. The table lists four job casts: 'Analytics Lead', 'Construction Coordinator', 'Director Internal Communications', and 'Technology Producer'. Each row includes a bell icon for alerts and numerical counts for the other categories.

TITLE	ALERTS	NEW	REVIEWING	INTERVIEWING	OFFERS	MENU
Analytics Lead 2 Locations Started 206 days ago		3	4	3	2	⋮
Construction Coordinator New York, NY Started 206 days ago		0	2	0	1	⋮
Director Internal Communications New York, NY Started 206 days ago		0	0	0	0	⋮
Technology Producer New York, NY Started 206 days ago		4	7	4	1	⋮



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For more information visit:

<https://pages.recruitifi.com/resource-center>

Or contact us via:

Email: support@recruitifi.com

Chat: Use the support bubble on every page