



**EmployeeConnect**  
*Work. Flow. Smarter.*

# SEEK Jobsite Integration

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A manual designed to help individuals use the SEEK  
Integration

## Introduction

This manual seeks to outline the functionality and how to configure your CIRRUS system to interact with the SEEK online website to post jobs and retrieve applicant information.

All of the functionality described within this manual is used by the HR or Recruitment administrator.

## Setup

The setup required to enable communication with the SEEK online website starts with having a Service Provider defined as SEEK as per the following example.

## Service Providers

To create the SEEK provider information, click on the *Service provider* link on the Setup Tab within the *Recruitment* Module.

In this example, we are defining the SEEK online recruitment website.

A multi-tab form will be presented for you to enter the details required.

**Service Providers**

Agency ID: SEEK

Agency Name: SEEK

Type of Service Provided: Internet Recruitment Site

Government ID: [Empty]

Preferred Supplier: [Empty]

**Form Tabs:** Contact | Detail | Integration/Posting | Advertising Requests | Agency Statistics

**Contact Tab Fields:**

- Contact Name: [Text Input]
- Street Address: [Text Input]
- Suburb: [Text Input]
- City: [Text Input]
- Postcode: [Text Input]
- Country: [Dropdown Menu]
- State: [Dropdown Menu]
- Email Address: [Text Input] (Placeholder: Enter an email address like email@site.com her)
- Fax: [Text Input]
- Contact phone: [Text Input]
- Website Address: [Text Input]
- Attachment 1: [Choose File] No file chosen
- Attachment 2: [Choose File] No file chosen
- Attachment 3: [Choose File] No file chosen

The Agency ID must be SEEK but you can change the Agency Name if you choose.

The address and contact details will be different depending on your state.

## Integration/Posting Tab

CIRRUS supports an integration with SEEK as the default web job site.

The SEEK integration relies on you having a current active account with SEEK.

Therefore the submission details entered on this form are those which you would use to access the SEEK website and post job vacancies normally and are **supplied to you by SEEK** for 3<sup>rd</sup> party integration.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Contact, Detail, Integration/Posting (selected), Advertising Requests, and Agency Statistics. Below the navigation bar, there are two main sections: 'Job Post' and 'Application Import'. The 'Job Post' section includes a 'Submission Advertiser ID' field with the value '37214980' and a 'Use Standout' radio button group with 'Yes' selected. The 'Application Import' section includes a checkbox for 'Import application/s from Internet Recruitment Sites', an 'Advertiser ID' field with the value '37214980', and two text input fields for 'Specify the Username to' and 'Specify the Password to'.

- Submission Advertiser ID: enter your supplied SEEK credentials (Client can receive from SEEK)
- Use Standout:
- Import applications: set this flag if you want applicant data sent back to the EC site

For SEEK Application Export - Applicant Retrieval, EmployeeConnect retrieves data as self-retriever. Therefore SEEK needs to create a separate user for the client for the self-retrieval permission.

Advertiser ID: enter your supplied SEEK credentials

Username: enter your supplied SEEK credentials

Password: enter your supplied SEEK credentials

## Advertising Requests Tab

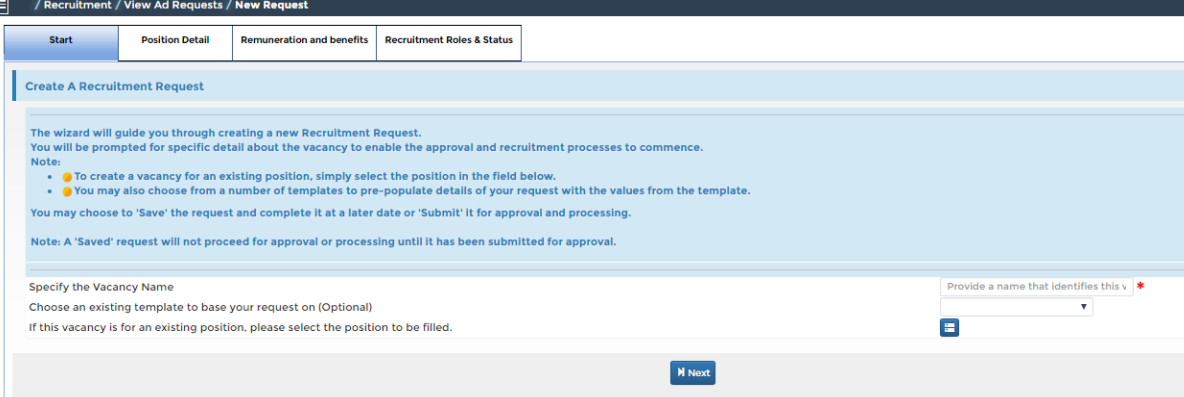
When first creating the service provider, there will be no information displayed on this tab. Once advertising service requests for SEEK have been entered, they will be listed with an Edit link to a further 2 tabs of information which were populated at the time the recruitment request was generated.

This information can also be accessed via the Service/Advertising Requests link on the Recruitment Requests tab.

## Create a Recruitment Request

Before you can post a vacancy to SEEK, you must first create a Recruitment request and have it approved. This is done by clicking on the Create a Recruitment Request link on the Recruitment Requests tab.

This will step you through a wizard with 4 tabs to enter the information related to this request.



The screenshot shows a web interface for creating a recruitment request. At the top, there is a breadcrumb trail: "/ Recruitment / View Ad Requests / New Request". Below this is a navigation bar with four tabs: "Start", "Position Detail", "Remuneration and benefits", and "Recruitment Roles & Status". The "Start" tab is active. The main content area is titled "Create A Recruitment Request" and contains the following text:

The wizard will guide you through creating a new Recruitment Request.  
You will be prompted for specific detail about the vacancy to enable the approval and recruitment processes to commence.

Note:

- To create a vacancy for an existing position, simply select the position in the field below.
- You may also choose from a number of templates to pre-populate details of your request with the values from the template.

You may choose to 'Save' the request and complete it at a later date or 'Submit' it for approval and processing.

Note: A 'Saved' request will not proceed for approval or processing until it has been submitted for approval.

Specify the Vacancy Name

Choose an existing template to base your request on (Optional)

If this vacancy is for an existing position, please select the position to be filled.

Provide a name that identifies this v \*

Next

On completion of the wizard, a workflow will be generated which will require approval from the nominated Hiring Manager and also whoever occupies the General Manager workflow role.

Once the recruitment request has been approved, then the status can be changed to 'Open' on the Recruitment Request report and the actual recruitment process can begin.

## Create a Service/Advertising Request

Once you are ready to post a Job vacancy to the SEEK online website, you will need to create a Service/Advertising request supplying the advertising details to be posted.

The Service/Advertising requests link is accessed from the Recruitment Requests Tab.

This report will list all the current vacancies and their status. Provided the status is 'Open', you can create an advertising request by clicking on the + (New) icon.

The screenshot shows the 'Recruitment Service Request' form in the SEEK system. The breadcrumb navigation is: Recruitment / View Ad Requests / Advertising Request Report / Detail. The form includes a 'Save' button and a 'Delete' button. The 'Advertisement ID' is OQ9UC33GFI. The 'Select Vacancy' dropdown is set to 'Big Bang Scientist'. The 'Service Provider' dropdown is set to 'SEEK'. The 'Service Required' dropdown is set to 'Advertising Agency'. The 'Electronic Submission Status' is 'Expired'. The 'Advert Detail' tab is active, showing the following fields:

- Dates:** Advertising Start Date (01-04-2013), Advertising End Date (24-05-2017).
- Cost:** Service Cost (1500.0000), Cost Currency (AUD).
- Advertisement Content:** Advert Title (Big Bang Scientist), Description (test).

The 'Advert Details' section contains a rich text editor with the text: 'This will be Sheldons sidekick'. A red asterisk is visible at the bottom of the form.

Enter the anticipated Advertising Start Date and the cost information if known on the Advert Detail tab.

The second tab contains SEEK provider requirements for job posting on their site.

Advert Detail    Provider Requirements    **Seek Salary Ranges**

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**Provider Requirements**

Recruiter FullName  \*

Recruiter Email  \*

Recruiter Team Name

Screening ID

Provider Template ID

Template Item Name 1

Template Item Value 1

Template Item Name 2

Template Item Value 2

Template Item Name 3

Template Item Value 3

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**Search Setup - What the Job Seeker will See**

Search Title

Use Standout

Standout Logo ID

Standout 1

Standout 2

Standout 3

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**Salary/Remuneration**

Work Type  \*

Salary Type  \*

Salary Currency

To set Minimum Range, please refer to Salary Ranges Tab for more information

Band Type  \*

Minimum Band

Minimum Salary  \*

To set Maximum Range, please refer to Salary Ranges Tab for more information

Band Type

Maximum Band

Maximum Salary  \*

Salary Text

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**Categorise our Job Ad.**

Nation

State

Location  \*

Area

Classification

Sub Classification  \*

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**Applicant Delivery**

Apply Email

Apply URL

Video URL

Residency Required  Yes  No

Screening ID select the appropriate screening (questionnaire) ID from the list (which needs to be populated with screening ID supplied by SEEK)

Provider Template ID select the appropriate template from the list (which needs to be populated with Template ID supplied by SEEK)

**Note: The template ID differs for each client. Some clients may have multiple templates. These must be entered in the list value when configuring the Recruitment module List value : *recruitmentseektemplate*.**

Search title enter what the Job Seeker will See

Use Standout Defines whether the StandOut should be used

Standout 1-3 Defines the first bullet point to display in the search results.

E.g. Bullet1="Immediate start", E.g. Bullet2="Great opportunity"

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|                 |                                      |
|-----------------|--------------------------------------|
| Work Type       | RecruitmentSeekWorkType list val     |
| SalaryType      | RecruitmentSeekSalaryType list value |
| Salary Currency | Currency list value                  |
| Minimum Bands   | enter the minimum salary             |
| Maximum Bands   | enter the maximum salary             |

***Note: Minimum and Maximum do not appear anywhere on the Job to be posted on SEEK. They are used for searching. When setting up for SEEK, you must use a range compatible with SEEK's Salary Ranges.***

***At least a Salary Range or Salary text must be used.***

|             |                                    |
|-------------|------------------------------------|
| Salary text | enter any other salary information |
|-------------|------------------------------------|

***Note: Salary text WILL appear with the Ad.***

|                       |   |
|-----------------------|---|
| Nation                | RecruitmentSeekNation list value                                  |
| State                 | RecruitmentSeekState list value                                   |
| Location              | RecruitmentSeekLocation list value                                |
| Area                  | RecruitmentSeekArea list value                                    |
| Classification        | RecruitmentSeekClassification list value                          |
| Sub Classification    | RecruitmentSeekSubClassification list value                       |
| Specialisation        | enter a specialisation if applicable                              |
| Apply Email           | enter the email for applicants to apply                           |
| Apply URL             | enter the web address for applicants to apply                     |
| Video URL<br>address) | enter the link for a video to be viewed (It must be with https:// |
| Residency Required    | set the flag if appropriate                                       |

Once the Advertising/Service request is submitted, a workflow will be generated which will require the Hiring manager's approval.

| Vacancy                | Status | Location | Org Unit         | Detail | New | Service Type      | Agent Name | Advertise From | Close Date | Show Ad |
|------------------------|--------|----------|------------------|--------|-----|-------------------|------------|----------------|------------|---------|
| Big Bang Scientist     | Open   | Sydney   | Medical Services | ➔      | ⊕   | AdvertisingAgency | SEEK       | 01-04-2013     | 24-05-2017 | ➔       |
| CardioVascular Surgeon | Open   | Sydney   | Medical Services | ➔      | ⊕   | SEEK              |            | 20-04-2017     | 24-04-2017 | ➔       |
| Hong Kong Demo Test    | Open   | Sydney   | Medical Services | ➔      | ⊕   | SEEK              |            | 03-05-2017     | 02-06-2017 | ➔       |
| Lawyer (Punit Test)    | Open   |          |                  | ➔      | ⊕   | SEEK              |            | 10-05-2017     | 09-06-2017 | ➔       |
| manager testing        | Open   | Sydney   | Administration   | ➔      | ⊕   | AdvertisingAgency | SEEK       | 20-04-2017     | 24-04-2017 | ➔       |
| Neurologist            | Open   | Sydney   | Medical Services | ➔      | ⊕   | AdvertisingAgency | SEEK       | 01-04-2013     | 26-05-2017 | ➔       |
| Paediatric Surgeon     | Open   | Sydney   | Medical Services | ➔      | ⊕   | AdvertisingAgency | SEEK       | 01-04-2013     | 01-04-2017 | ➔       |
| Programmer             | Open   | Sydney   | Medical Services | ➔      | ⊕   | SEEK              |            | 02-05-2017     | 01-06-2017 | ➔       |
| Punit test             | Open   | Sydney   | Medical Services | ➔      | ⊕   | SEEK              |            | 10-05-2017     | 09-06-2017 | ➔       |
| Punit Test 3           | Open   |          |                  | ➔      | ⊕   | SEEK              |            | 10-05-2017     | 09-06-2017 | ➔       |

**Important Note:**

The Seek Job posting interface permits **only one** advertising request **per location**.

The Recruitment Request ID must be UNIQUE. i.e: occur once in the integration.

Although we can create multiple service requests, seek will only permit one and reject the entire batch.

This is a limitation of the posting interface.



## SEEK Export

To export the vacancy data to SEEK go to SEEK Export link under the Recruitment Request header.

A list of potential SEEK vacancies to be posted will be displayed under SEEK Export.

| Job Post | Vacancy ID | Vacancy Name       | Advertisement Title | Start Date | End Date   | Submitted On | Expired On |
|----------|------------|--------------------|---------------------|------------|------------|--------------|------------|
|          | Q8ECF6FFG  | Paediatric Surgeon | Paediatric Surgeon  | 02/05/2017 | 01/06/2017 |              |            |

To appear in this list, 2 criteria must exist. The vacancy must have a status of 'Open' and 'today' must be between the advertising start date and the advertising end date.

If a vacancy appears in the list but you are not yet ready to post this vacancy to SEEK, return to the Advertising request and change the Advertise start date to any future date.

**Note:** Due to the fact that SEEK charges on a 30 day basis, it is recommended that you enter an end date to avoid being billed again after 30 days.

Once you have confirmed the list of vacancies you wish to post to SEEK, click the Job Post icon. System will show you the Service/Advertising Request where user can choose the Post checkbox and Save the form, which will post job on SEEK immediately.

**Recruitment Service Request - SEEK Posting**

Advertisement ID: MIC4ISW4M6  
 Select Vacancy: Paediatric Surgeon  
 Service Provider: SEEK  
 Service Required: [Dropdown]  
 Electronic Submission Status: Not Submitted

**SEEK Transaction**

Post this advertising request on SEEK

**Advert Detail** | Provider Requirements | Seek Salary Ranges

**Dates**  
 Advertising Start Date: 02/05/2017  
 Advertising End Date: 01/06/2017

**Cost**  
 Service Cost: 3000.0000  
 Cost Currency: AUD

**Advertisement Content**  
 Advert Title: Paediatric Surgeon  
 Description: Test description

**Advert Details**  
 General duties for a Paediatric Surgeon

User will get following response from SEEK, if posting is successful where they can access the Job posted on SEEK using "View on SEEK" button.

The screenshot shows a confirmation message: "The Advertisement has been posted successfully on SEEK". Below this, there is a "View on SEEK" button. The form fields are as follows:

- Advertisement ID: 1015
- Select Vacancy: Programmer
- Service Provider: SEEK
- Service Required: (empty dropdown)
- Electronic Submission Status: Not Submitted

Under the "SEEK Transaction" section, there is a checkbox labeled "Post this advertising request on SEEK" which is checked. At the bottom, there are tabs for "Advert Detail", "Provider Requirements", and "Seek Salary Ranges".

Job can be updated, if user updates Service/Advertising Request and re-post job by following the above steps.

### SEEK Job Expiry

Jobs can be expired automatically after 30 days by SEEK, but if the user wishes to expire the job earlier than 30 days, they can go to the SEEK Export report and open the job again and they will get the option to expire job at any time.

The screenshot shows a confirmation message: "The Advertisement has been Expired!". The form fields are as follows:

- Advertisement ID: 1015
- Select Vacancy: Programmer
- Service Provider: SEEK
- Service Required: (empty dropdown)
- Electronic Submission Status: Submitted

Under the "SEEK Transaction" section, there is a checkbox labeled "Expire this advertising request on SEEK" which is checked. At the bottom, there are tabs for "Advert Detail", "Provider Requirements", and "Seek Salary Ranges".

The Job will be expired immediately and Status will be changed to Expired with tooltip information.

The screenshot shows a confirmation message: "The Advertisement has been Expired!". The form fields are as follows:

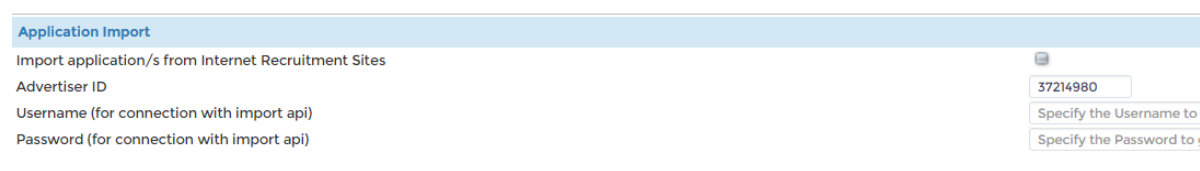
- Advertisement ID: 1015
- Select Vacancy: Programmer
- Service Provider: SEEK
- Service Required: (empty dropdown)
- Electronic Submission Status: Expired

A tooltip is visible over the "Expired" status, containing the text: "<submitted\_on>2017-05-02 13:01:46.287</submitted\_on> <expired\_on>2017-05-02 03:10:52.804</expired\_on>". At the bottom, there are tabs for "Advert Detail", "Provider Requirements", and "Seek Salary Ranges".

## SEEK Applications

Your SEEK account sends any applicant data to a specified email account in your organization and includes any attachments or questionnaires as the default method. The recipient would then need to enter the applicant data into the Recruitment module themselves.

The alternative is to transfer the data electronically. The applicant data resides within SEEK and will need to be uploaded to EmployeeConnect at regular intervals. For this to be enabled, the Application Import section of the SEEK service provider Integration Posting tab must be completed with valid credentials.



The screenshot shows a form titled "Application Import" with a light blue header. Below the header, the text "Import application/s from Internet Recruitment Sites" is displayed. The form contains three input fields: "Advertiser ID" with the value "37214980", "Username (for connection with import api)" with the placeholder "Specify the Username to", and "Password (for connection with import api)" with the placeholder "Specify the Password to".

The method used to transfer the Applicant data to the EmployeeConnect recruitment module, is a scheduled process which looks for any existing applicants in SEEK and then transfers their data to EmployeeConnect including any attachments, questionnaires etc through the integration framework automatically.

### Special Notes:

For Import/Export

- SEEK Application Export is only available to authorised clients
- SEEK Application Export access must be enabled for all accounts (Advertiser, Agent, Third Party).
- Access to Authenticate via the SEEK API must be granted to the account doing the Authenticating.
- For those acting on behalf of another account; authorisation must be granted at an account level.
- The Advertiser account for which applications are being requested must be active (i.e. Not disabled or on credit hold)