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ATS Integration Guide

API Career Page Development

Technical Documentation · Folks HR

Before beginning the integration, please validate the following with the client:

1. Career page structure

Determine the desired structure:

- **Single career page** (all positions grouped together)
- **Multiple career pages** (e.g. by division, brand, legal entity)
- **Hybrid model** (typically used by public institutions):
  - API career page for **external** applications (embedded in the website)
  - Auto-generated career page for **internal** applications (distinct URL via intranet)

> ■■ **This decision influences the configuration of endpoints and filters to be applied.**

2. Filters to integrate on the career page

To optimize the candidate experience, the ATS allows several dynamic filters to be exposed:

- Job category (e.g. Human Resources)
- Job type (e.g. Full-time, Part-time)
- Location (city)

Validate with the client which filters should be displayed and their **priority order**.

3. Employer branding information to highlight

Confirm which elements should be displayed on job detail pages:

- Salary display
- Benefits display
- Weekly hours display

> **■■ These fields must be correctly mapped to the data returned by the API.**

4. Application form – Data to collect

Determine the information required by the recruitment team. The ATS allows collection of:

- First name
- Last name
- Email address
- Home address
- Languages spoken
- Home phone
- Mobile phone
- Resume
- Cover letter

5. Geographic restriction on applications (if applicable)

Validate with the client whether the recruitment team accepts:

- **International** applications
- Or **Canadian applications only**

If recruitment is limited to Canada, it is recommended to implement:

- Browser geolocation detection
- Blocking or informational message for users located outside Canada

> **■■ This restriction must be validated with the client before implementation to avoid unintentionally excluding eligible candidates.**

6. Candidate source tracking implementation

Implementing candidate source logic is **mandatory** when integrating an API career page. Every application submitted must be associated with a specific source (e.g. *Career Page – Corporate Website*). This allows the recruitment team to:

- Generate reliable statistics
- View the percentage of applications received per source

- Measure the performance of the career page channel

```
GET /provenances/candidate
```

It is therefore necessary to:

- Retrieve the list of available sources
- Assign the correct source when submitting an application

> **■■ Without this implementation, applications may be classified under a generic source, which would distort performance statistics.**

7. Managing the public job URL (generative URL)

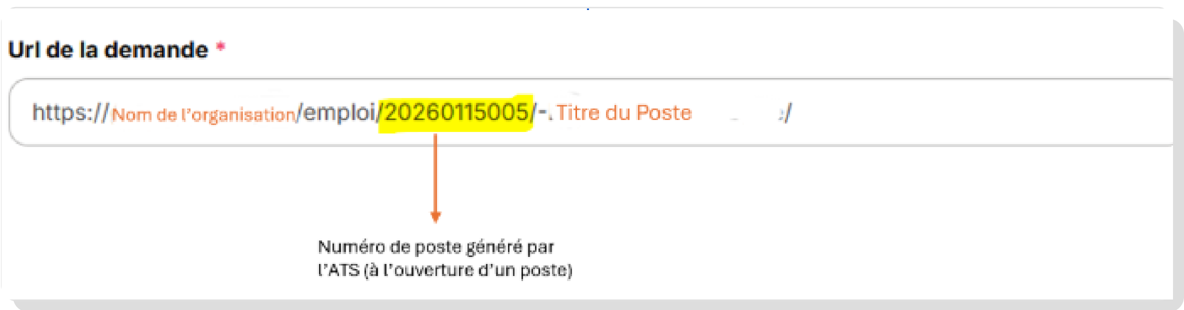
```
PUT /public-request/url
```

This endpoint allows the public URL of a position to be updated. Each time a recruiter opens or publishes a position, the public URL must be dynamically generated and transmitted to the ATS via this endpoint.

This URL represents:

- The exact location of the position on the client's website
- The official URL used for external distribution
- The reference used by certain job boards to retrieve the posting

> **■ Recommended best practice**
> Automatically generate the public URL when the position is published. Ensure the URL is stable, unique, and publicly accessible.



> **■■ This step is essential for the proper functioning of the job distribution ecosystem.**

8. Law 25 Consent Management

Retrieves the text of a specific consent form based on its identifier. (Law 25 consents are configured in the ATS.)

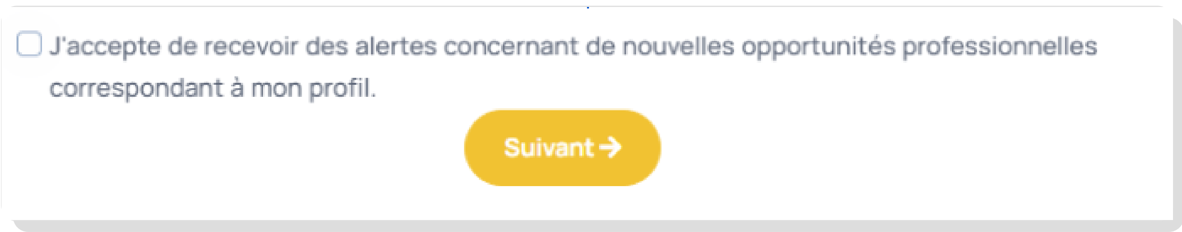
```
GET /consent/{id}
```

9. Job Alert Management

```
POST /public-request/quick-apply
Parameter: job_alert (integer)
```

When this option is selected during the application process, the candidate can indicate their interest in a specific field. Recruiters can then send them a communication (e.g. newsletter) when a position opens in the selected department.

> **■■ This feature is based on the department of interest, not on a specific position.**



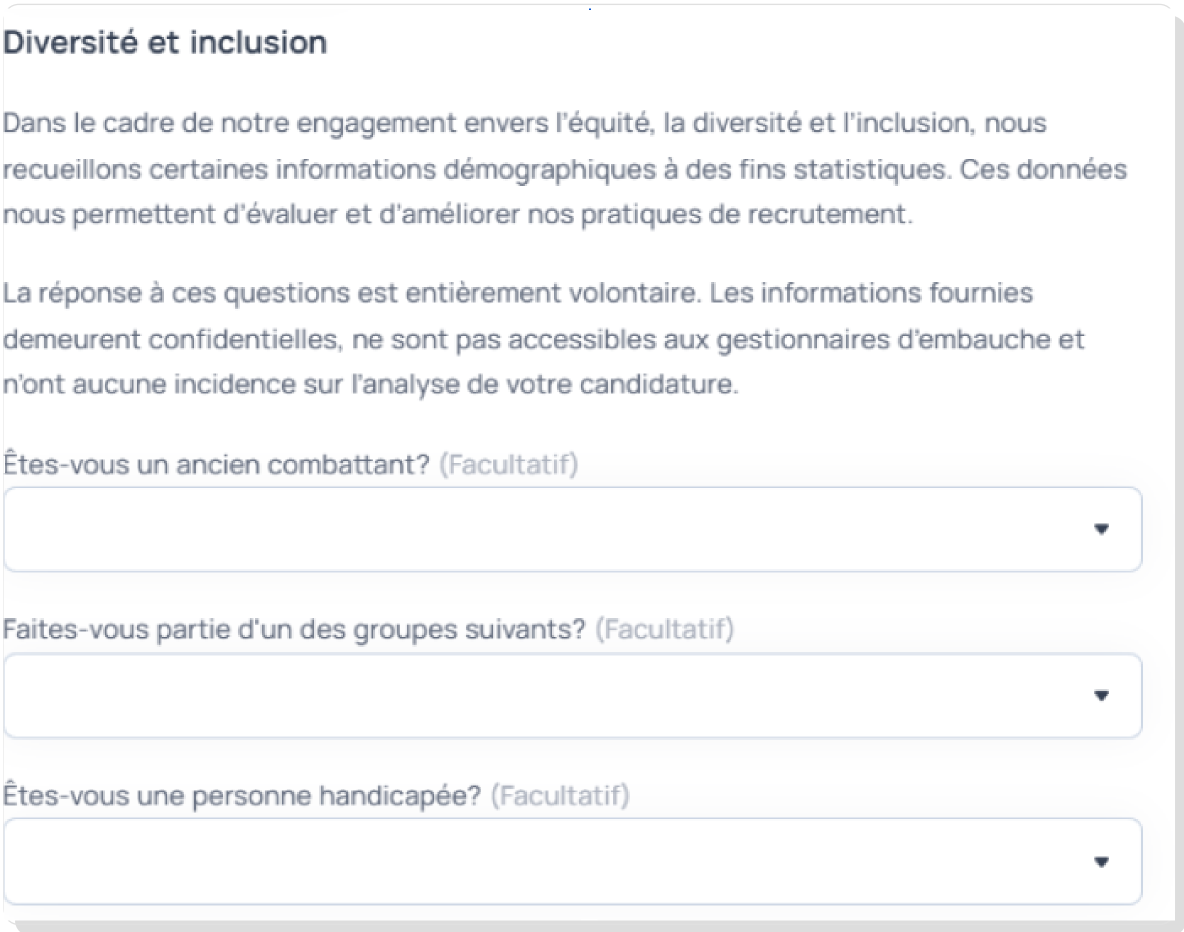
10. Pre-Screening Forms

A pre-screening form can be associated with a job posting at the time of publication. After submitting their application, the candidate is redirected to this supplementary form, which can contain various client-configurable questions (e.g. years of experience, competency cards, specific permits, certifications, etc.).

> ■■ **To validate with the client:**
> Confirm whether pre-screening forms will be used. If yes, this must be planned in the technical specifications.

11. Equity, Diversity and Inclusion (EDI) Data

Up to three EDI-related questions can be included on the candidate application form.



Diversité et inclusion

Dans le cadre de notre engagement envers l'équité, la diversité et l'inclusion, nous recueillons certaines informations démographiques à des fins statistiques. Ces données nous permettent d'évaluer et d'améliorer nos pratiques de recrutement.

La réponse à ces questions est entièrement volontaire. Les informations fournies demeurent confidentielles, ne sont pas accessibles aux gestionnaires d'embauche et n'ont aucune incidence sur l'analyse de votre candidature.

Êtes-vous un ancien combattant? (Facultatif)

Faites-vous partie d'un des groupes suivants? (Facultatif)

Êtes-vous une personne handicapée? (Facultatif)

■■ To validate with the client:
Confirm whether this data needs to be collected and transmitted via the API. This information feeds into the system's reporting and KPI module. If not properly retrieved and submitted, certain diversity-related statistics will not be available in reports.

12. Spontaneous Application Module

In the spontaneous application module, two additional elements can be added:

- Departments
- Branches / operational sites

This allows candidates to specify the site they are most interested in and the department they wish to apply to. This information allows recruiters to more effectively sort and filter candidate profiles based on their preferences and the internal organizational structure.