

SmartRecruiters

&



First Advantage and SmartRecruiters integration user guide

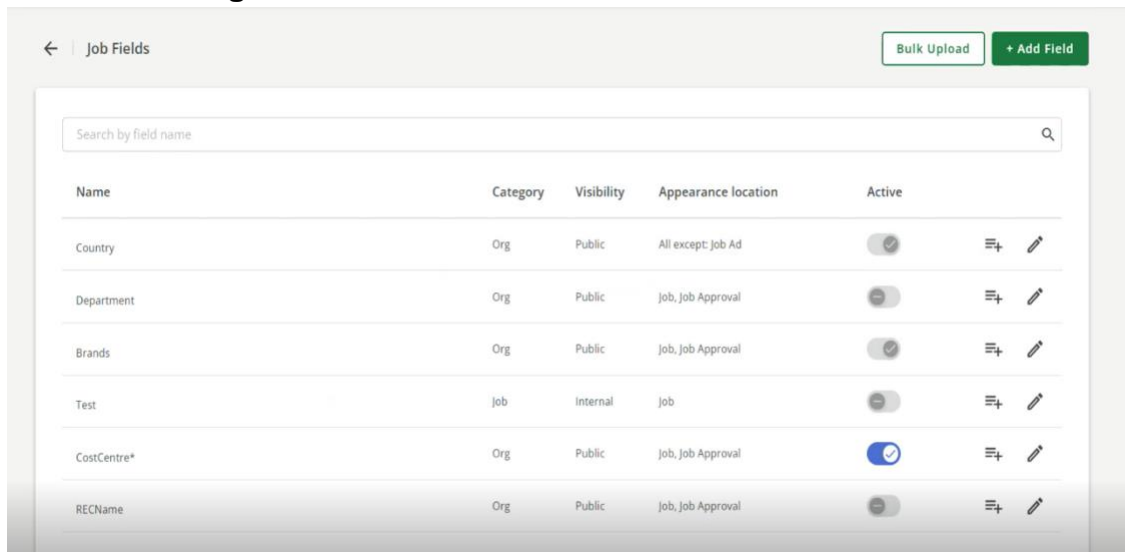
06/06/2024

Key features of the integration

1. Oauth2 authentication
2. Ordering is in real time. Order placed in ATS will be sent to FADV via API.
3. Supports both background and drug screening packages.
4. Order results, custom job fields, and candidate fields are configurable.

Step-by-step instructions on how to setup the integration

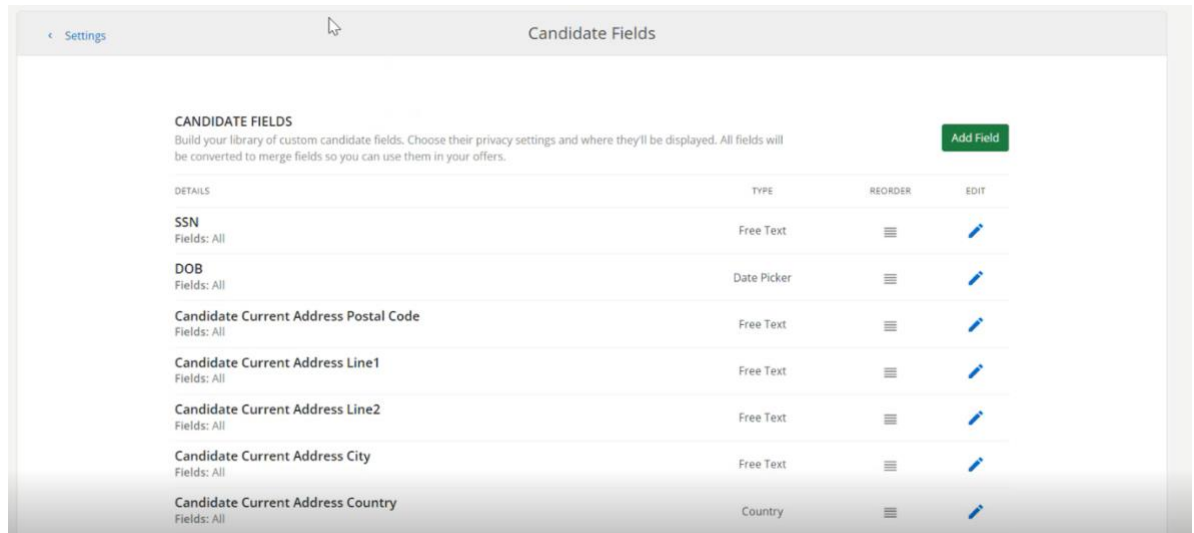
1. Initial Setup:
 - a. SmartRecruiters team needs to enable the FA app for the customer and share the company ID.
2. Integration setup and enablement in SmartRecruiters platform.
 - a. Configuring custom job fields
Customer has to create the job fields to be captured from SmartRecruiters and FA team will configure



Name	Category	Visibility	Appearance location	Active
Country	Org	Public	All except: Job Ad	<input checked="" type="checkbox"/>
Department	Org	Public	Job, Job Approval	<input type="checkbox"/>
Brands	Org	Public	Job, Job Approval	<input checked="" type="checkbox"/>
Test	Job	Internal	Job	<input type="checkbox"/>
CostCentre*	Org	Public	Job, Job Approval	<input checked="" type="checkbox"/>
RECName	Org	Public	Job, Job Approval	<input type="checkbox"/>

b. Configuring custom candidate fields

- i. Customer has to create the candidate fields in settings and share the IDs with FA team

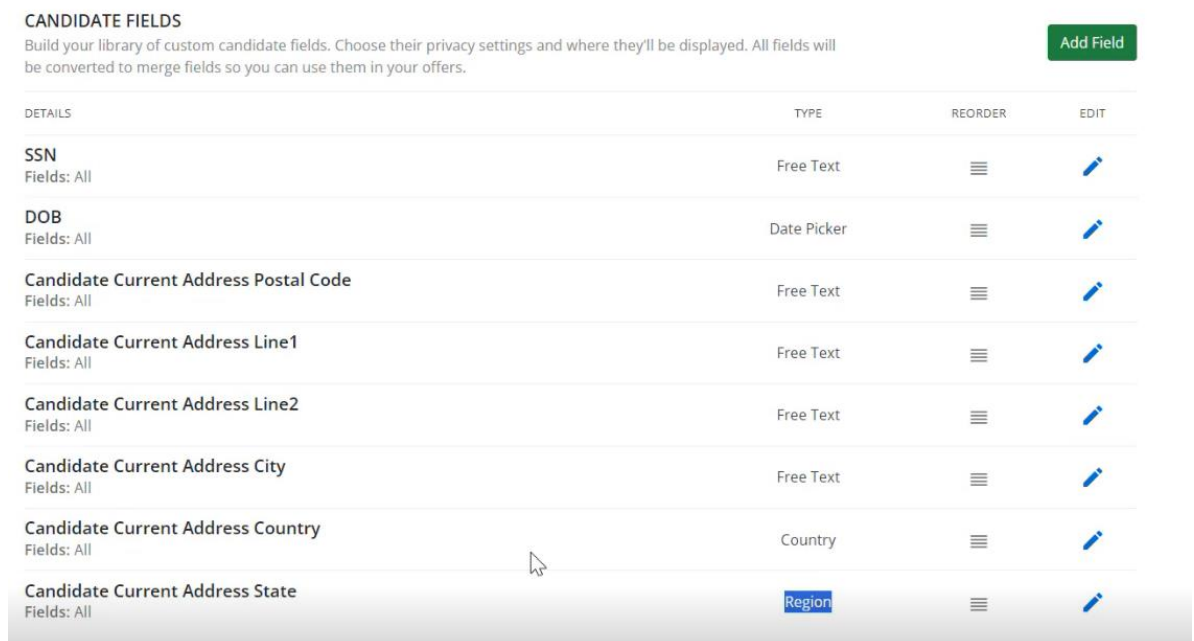


CANDIDATE FIELDS
Build your library of custom candidate fields. Choose their privacy settings and where they'll be displayed. All fields will be converted to merge fields so you can use them in your offers.

[Add Field](#)

DETAILS	TYPE	REORDER	EDIT
SSN Fields: All	Free Text	≡	✎
DOB Fields: All	Date Picker	≡	✎
Candidate Current Address Postal Code Fields: All	Free Text	≡	✎
Candidate Current Address Line1 Fields: All	Free Text	≡	✎
Candidate Current Address Line2 Fields: All	Free Text	≡	✎
Candidate Current Address City Fields: All	Free Text	≡	✎
Candidate Current Address Country Fields: All	Country	≡	✎

- ii. Field Types must be selected appropriately. Select country and region for country and state fields



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Candidate Current Address Line1 Fields: All	Free Text	≡	✎
Candidate Current Address Line2 Fields: All	Free Text	≡	✎
Candidate Current Address City Fields: All	Free Text	≡	✎
Candidate Current Address Country Fields: All	Country	≡	✎
Candidate Current Address State Fields: All	Region	≡	✎


c. Enabling integration via the Apps & Integrations page

i. Connect the First Advantage App -

The first screenshot shows the 'App Management' page in the SmartRecruiters settings. It lists several integrations: 'CVCheck NZ - A Kinetic Product', 'DocuSign', 'eSkill Talent Assessment Platform', and 'First Advantage'. The 'First Advantage' integration is marked with a green dot, indicating it is enabled or in progress. The second screenshot shows the 'First Advantage UAT Integration' page. It features the First Advantage logo and a 'Connect' button. Below the logo, there is a note: 'First Advantage is a leading global provider of technology solutions for screening, verifications, safety and compliance related to human capital. Enabled by their proprietary technology platform, First Advantage's products and solutions help companies protect their brands and provide safe environments for their customers and their most important resources: employees, contractors, contingent workers, tenants and drivers.' A warning icon and text state: 'Before you enable the connection, please ensure you have an First Advantage UAT account.'

ii. Enter the First Advantage login credentials to activate

partner-test.fadv.com/smart-recruiters/v2/activate/company?redirect=https%3A%2F%2Fwww.smartrecruiters.com%2Fsettings%2Fadministration%2Fapp-management%2Fpartner-integration%2F27ea74e0-3b54-4ae3-b8cd-74...

 **First Advantage**

BetterHires | BetterBusiness
Full Spectrum Solutions

Work With Exceptional People
You already know the value and safety that background checks deliver you and the organization you serve.
Log in now to integrate First Advantage with SmartRecruiters.

SmartRecruiters Customer Activation


Account Number: *

Username: *

Password: *

Activate


partner-test.fadv.com/smart-recruiters/v2/activate/company?redirect=https%3A%2F%2Fwww.smartrecruiters.com%2Fsettings%2Fadministration%2Fapp-management%2Fpartner-integration%2F27ea74e0-3b54-4ae3-b8cd-740...

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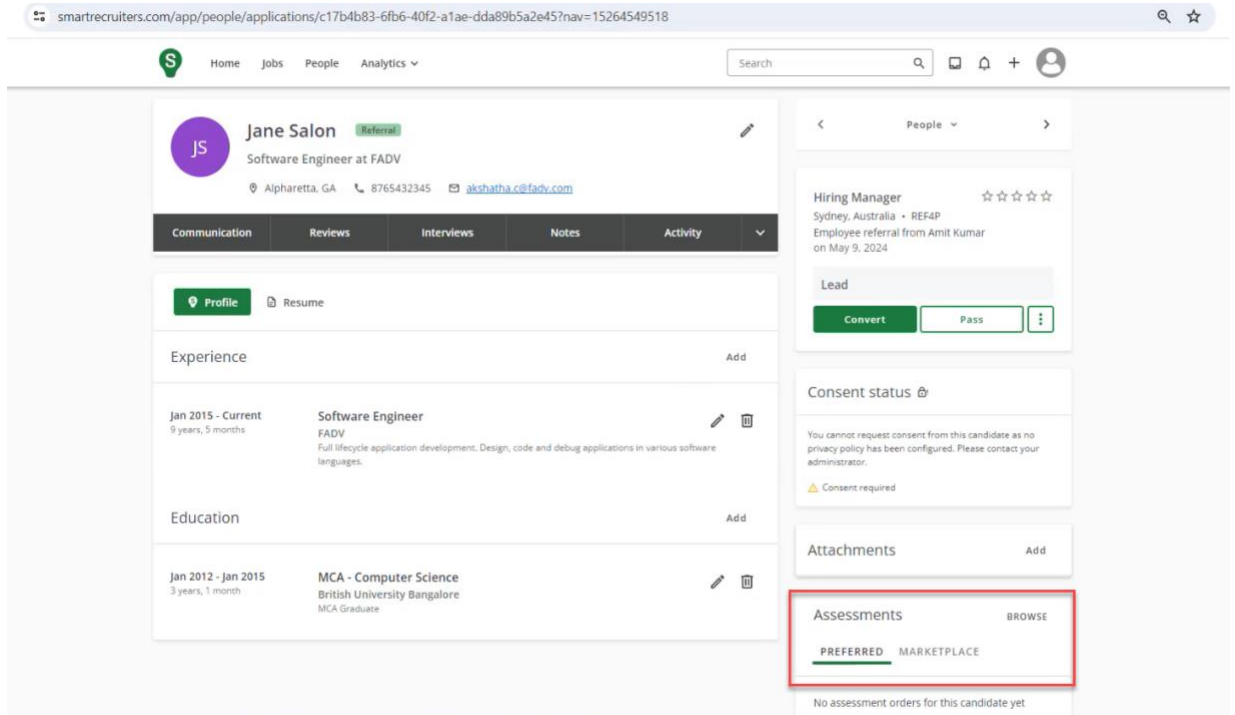
SmartRecruiters Customer Activation

 **Success**
Integration with First Advantage is active.

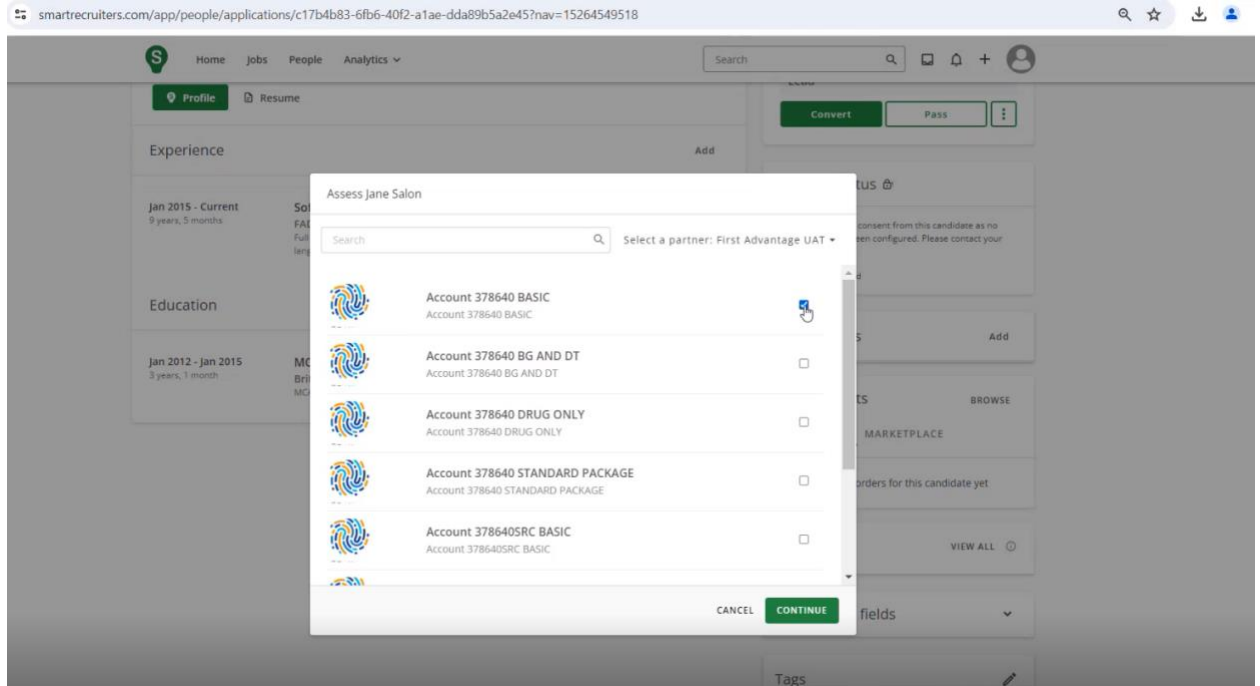
Return Back to Smart Recruiters

Integration workflow

1. User triggers the First Advantage assessment order from SmartRecruiters
 - a. User manually triggers the assessment order from the assessment browse section



- b. User selects the First Advantage partner and the package



c. Applicant ID will be created and the status of the assessment will be – In Progress

The screenshot shows the SmartRecruiters web application. The top navigation bar includes 'Home', 'Jobs', 'People', and 'Analytics'. The main content area displays a candidate's profile with sections for 'Experience' and 'Education'. The 'Experience' section lists a role as 'Software Engineer' at 'FADV' from Jan 2015 to the present. The 'Education' section lists 'MCA - Computer Science' from British University Bangalore from Jan 2012 to Jan 2015. On the right sidebar, there are buttons for 'Convert' and 'Pass'. Below these, the 'Consent status' section indicates that consent cannot be requested. The 'Assessments' section shows a progress bar for 'Account 378640 BASIC' with a status of 'In progress'. The 'Attachments' section is empty. The 'Linked to' section shows a 'VIEW ALL' link. The 'Application fields' section is a dropdown menu. The 'Tags' section is empty.

2. Candidate receives the assessment invitation email

You have been invited to kick off your new background check

The email is from 'Profile Advantage' with the subject 'Test <PA.donotreply@fadv.com>'. The recipients are 'Rohan S' and 'C: Rohan S'. The email body contains a blue banner with the text 'Welcome Rohan Nagarad, PA testing - English & 'Co. is inviting you to start your background screening process, powered by First Advantage.' and a blue 'START' button. Below the banner, the text reads: 'Rohan Nagarad, PA testing - English & 'Co. requests that you begin this simple process to initiate, complete and even receive your own background screening report in an easy to use application called Profile Advantage, powered by First Advantage. It's mobile-friendly, so you can start now and be done in just a few minutes. We recommend using Chrome, Firefox or Safari for the most optimal experience, though any browser should work fine. There is a limited time to complete the screening, so be sure to start today.' At the bottom of the email body is another blue 'START' button. The email footer shows the date 'Wed 05-06-2024 18:38'.

The banner image is a blue rectangle with white text that reads: 'Welcome Rohan Nagarad, PA testing - English & 'Co. is inviting you to start your background screening process, powered by First Advantage.' Below the text is a blue button with the word 'START' in white capital letters.

Rohan Nagarad,

PA testing - English & 'Co. requests that you begin this simple process to initiate, complete and even receive your own background screening report in an easy to use application called Profile Advantage, powered by First Advantage. It's mobile-friendly, so you can start now and be done in just a few minutes. We recommend using Chrome, Firefox or Safari for the most optimal experience, though any browser should work fine. There is a limited time to complete the screening, so be sure to start today.

A blue rectangular button with the word 'START' in white capital letters.

3. Candidate takes the assessment

pa-test.fadv.com/#/set-password

PROFILE ADVANTAGE

English

Welcome Rohan, PA testing - English & 'Co. would like you to start the screening process with Profile Advantage.

Already have a Profile? - [Sign in](#)

EMAIL
rohan.s@fadv.com

CREATE PASSWORD

CONFIRM PASSWORD

SECRET QUESTION

SECRET ANSWER

NEXT

Agent Offline

4. Once completed, the results are posted back to the SmartRecruiters platform.
- Once the applicant completes the screening, applicant status is updated as completed

smartrecruiters.com/app/people/applications/c17b4b83-6fb6-40f2-a1ae-dda89b5a2e45?nav=15264549518

Home Jobs People Analytics

Search

Jan 2015 - Current
9 years, 5 months

Software Engineer
FADV
Full lifecycle application development. Design, code and debug applications in various software languages.

Education

Jan 2012 - Jan 2015
3 years, 1 month

MCA - Computer Science
British University Bangalore
MCA Graduate

Consent status

You cannot request consent from this candidate as no privacy policy has been configured. Please contact your administrator.

Consent required

Attachments

Add

Assessments

BROWSE

PREFERRED MARKETPLACE

Account 378640 BASIC

Applicant: 6XLP7PP5IV Completed | BG

Order: WPS-9281406, InProgress

Linked to

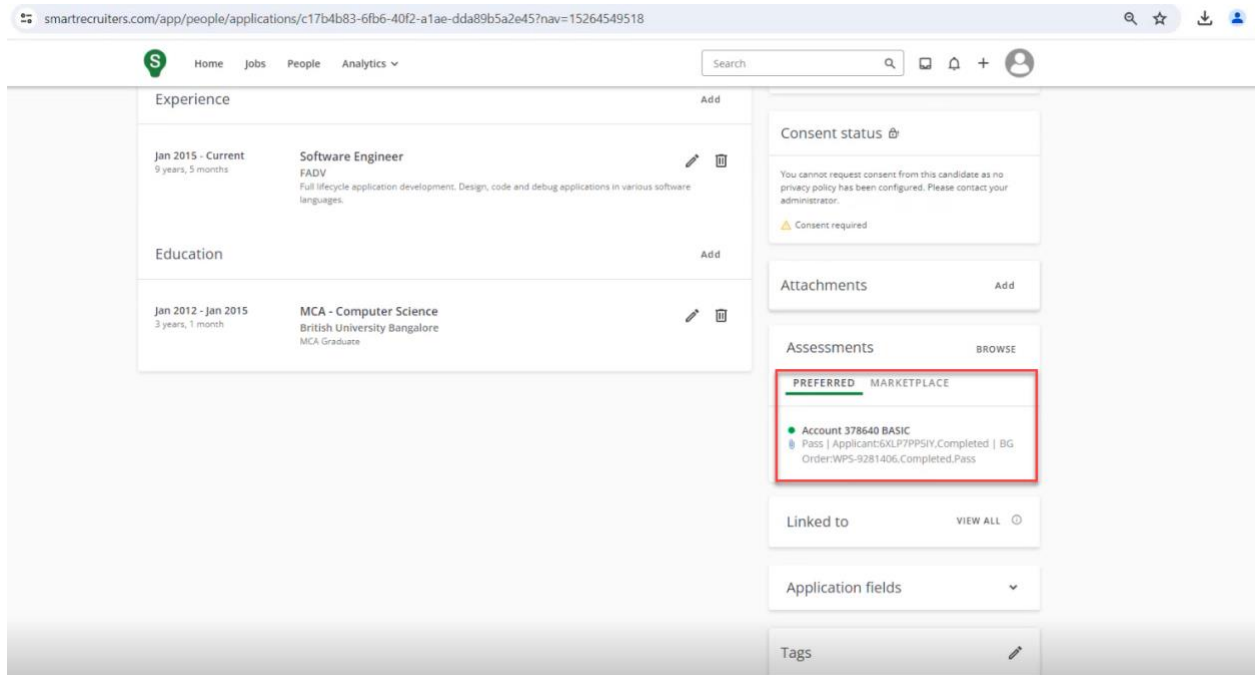
VIEW ALL

Application fields

Tags

No tags added for this candidate yet.

b. Once the order is completed, order result will be updated



5. Order Results for Background and Drug test will be shown as below

● Account 378640 BG AND DT
Pass | Applicant:I4GWFTYPLE,Completed |
BG Order:WPS-9280920,Completed,Pass |
DT Order:CPS-4015627,Completed,Negative

Potential customization

a. Order Result can be customized.

Ex: Order result can be shown as 'Ineligible' instead of 'Fail'

Potential limitations/requirements

- Orders via Hiring process in SmartRecruiters is currently not available.
- Education and Employment details cannot be captured from Smart Recruiters
- Order Score is not available.
- User needs to have the same email address setup for their user in Partner's platform to be able to use the integration,

Support contact

First Advantage: integrationsupport@fadv.com

SmartRecruiters: partners@smartrecruiters.com