



Applicant Tracking System

myStaffingPro[®]

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Integrating the Candidate Portal with your
Corporate Website

Revised: October 9, 2014



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Integrating the Candidate Portal with your Corporate Website

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Overview

The candidate portal is a search screen that your candidates utilize to search and apply to job openings. The portal is updated several times an hour to reflect any jobs that have been activated or closed in your myStaffingPro® system.

Portal Design

Below are two examples of the myStaffingPro Candidate Portal. Your HR point-of-contact can tell you which of the available 14 portal templates they have selected to be integrated with your company's career site.

Black Tab Candidate Portal

Position	Location
1 Test - DOB Plus Last 4 Digits SSN as ID	Lima, OH
2 Test - PersonID on PHONE and WEB	Austin, MA
3 Test - no SSN	New York, NY
4 Test - PersonID on PHONE and WEB	Pittsburgh, PA
5 Test - PersonID plus PIN	Fort Wayne, IN
Customer Service	
6 Test - Request Ad/Event Code	Lima, OH
7 Test - SSN + DOB + Pin	Austin, MA
8 Test - SSN as ID	New York, NY
9 Test - U.K. National Insurance (NI) Number	Pittsburgh, PA
10 Barista	Fort Wayne, IN

White Tab Candidate Portal

Position	Location
1 Test - DOB Plus Last 4 Digits SSN as ID	Lima, OH
2 Test - PersonID on PHONE and WEB	Austin, MA
3 Test - no SSN	New York, NY
4 Test - PersonID on PHONE and WEB	Pittsburgh, PA
5 Test - PersonID plus PIN	Fort Wayne, IN
Customer Service	
6 Test - Request Ad/Event Code	Lima, OH
7 Test - SSN + DOB + Pin	Austin, MA
8 Test - SSN as ID	New York, NY
9 Test - U.K. National Insurance (NI) Number	Pittsburgh, PA
10 Barista	Fort Wayne, IN

Integrating the Candidate Portal with your Corporate Website

Choose one of the five options below to integrate your Candidate Portal into your organization's website.

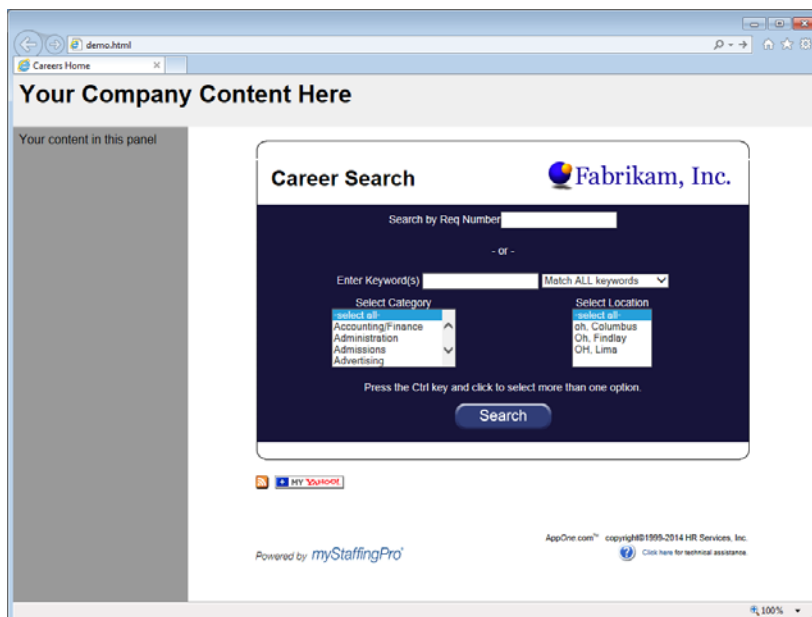
NOTE to HR Point-of-Contact: To find the exact URL of your Candidate Portal (referenced as <http://<<companyname>>.appone.com>, below), within myStaffingPro, select Administration, then Checklist from the top menu bar. The link will be listed under the heading "How to View Your Candidate Portal".

- ▼ **Link to Candidate Portal in Same Window** – Direct a link on your corporate website to the code below to open the candidate portal in the same browser window as your corporate website.
`<a href='http://<<companyname>>.appone.com'>Careers`
- ▼ **Link to Candidate Portal in New Window** – Add the code below to a link on your corporate website to open the candidate portal in a new browser window.
`<a href='http://<<companyname>>.appone.com' target='blank'>Careers`
- ▼ **Use Candidate Portal as Stand-Alone URL** - Candidates may access your career site by simply visiting your corporate portal, `http://<<companyname>>.appone.com`.
- ▼ **Pull the Candidate Portal into Your Web Frame** – Ask your web designer to create the frame pages that will surround the candidate portal. Below is a sample of how your organization may want to write the page controlling the frames. The example consists of a header frame and a left frame.

```

<html>
<head>
<title>Careers Home</title>
</head>
<frameset framespacing="0" border="false" frameborder="0" rows="69,*">
<frame name="banner" scrolling="no" noresize target="contents" src="Header.asp">
<frameset cols="230,*">
<frame name="contents" target="main" src="LeftMenu.asp">
<frame name="main" scrolling="auto" src="http://<<companyname>>.appone.com">
</frameset>
</frameset>
<noframes>
<body>
<p>This page uses frames, but your browser doesn't support them.</p>
</body>
</noframes>
</frameset>
</html>
    
```

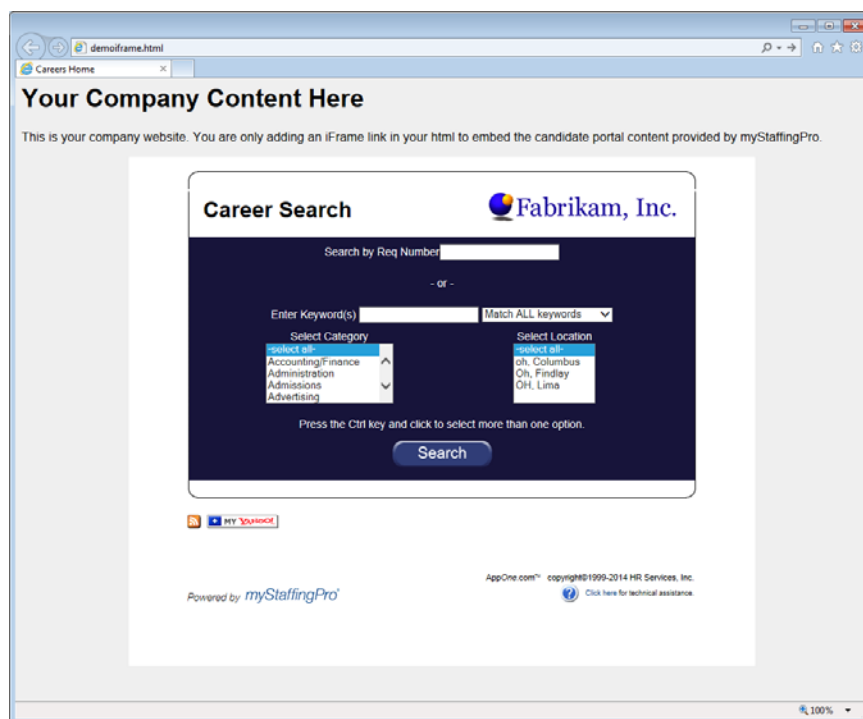
*Please note that in the sample above, the pages Header.asp and LeftMenu.asp would reside on your web server.



- ▼ **Pull the Candidate Portal into Your Website using an IFrame** – Instead of frames, you can create one page and then feed the career site from within that page. To do this, you need to create an iframe on the page. Your web server would host that page and the iframe tag would pull in the career site. Insert this html code on your page exactly where you want the iframe to appear.

```
<iframe name="name" src="enter your URL here" width="600" height="600" border="0" frameborder="0">
</iframe>
```

1. Give the iframe a unique **name** for the page. i.e. Frame1, JobFrame, CareerFrame, etc.
2. Replace **enter your URL here** with the URL supplied.
3. Enter the width and height in pixels of the size you want the iframe to be. If the content is wider or longer than the dimensions, scroll bars will automatically appear.



Source Code of Example above:

```
<html>
  <head>
    <title>Careers Home</title>
  </head>
  <body style='background-color: #efefef; font-family: Arial, Helvetica;'>
    <h1>Your Company Content Here</h1>
    <p>This is your company website. You are only adding an iFrame link in your html to embed the candidate portal content provided by myStaffingPro.</p>
    <p align="center">
      <iframe name="name" src="http://[[your portal]].appone.com" width="800" height="650" border="0"
      frameborder="0"></iframe>
    </p>
  </body>
</html>
```

Secure Version of Candidate Portal URL (https / SSL)

To utilize a secure version of the candidate portal, use the following pattern:

[https://www.appone.com/branding/reqtemplate/default.asp?servervar=\[enter the company URL without http://\]](https://www.appone.com/branding/reqtemplate/default.asp?servervar=[enter the company URL without http://])

For example:

Current client URL: <http://mycompanyname.appone.com/>

This is the part to put into the secure URL: **mycompanyname.appone.com**

The secure (https) link would be:

<https://www.appone.com/branding/reqtemplate/default.asp?servervar=mycompanyname.appone.com>

For the secure Internal portal, just add internal/ in the link.

<https://www.appone.com/branding/reqtemplate/internal/default.asp?servervar=mycompanyname.appone.com>