Let's seize opportunities.

Together

Manual Organic feed connector & OTYS Remote apply
Version 1.0

A manual for external parties integrating with
OTYS to implement the Organic feed connector
and OTYS Remote apply.

Version management

Below you will find an overview of the versions available for this document.

Version	Date	Author	Description
1.0	11-05-2022	Huub Verweij	Created initial version of document

Contents

1. General

In this chapter we will provide you some generic information about OTYS.

1.1 OTYS Recruiting Technology

OTYS Recruiting Technology (hereafter 'OTYS') develops, maintains and optimizes software for around 1.000 clients worldwide. The core of this software is created for recruiting purposes (agencies, corporate recruitment & job boards).

The most important element of the OTYS solution are:

- OTYS Go!
  This is a browser based software solution in which the main users (for example recruiters) of the client work on a daily basis. Each client has a client specific URL from which they access OTYS Go! (https://clientprefix.otysapp.com). Users then login using either their OTYS username & password or using an external SSO option (for example Azure). After they are logged in, they will have access to the modules & functionalities based upon the permissions assigned to their account.

1.2 About this document

This document will describe (besides this generic chapter) the following topics:

1. Organic feed connector
   We have the integration on how external parties (for example job boards) can integrate with the OTYS system so they can retrieve the vacancy feed from our customers and post the containing jobs on their website.
2. OTYS Remote apply
   We have a generic solution of retrieving application forms connected to a vacancy, to create an apply form on the partner side and then post that back to the OTYS system once filled in and create a candidate for the customer.

If you have feedback about this document, we would love to hear it from us. Please send us an email at partners@otys.com and provide us your feedback.

2. Organic feed connector

In this chapter we will explain from a 'conceptual point of view' how we made it possible to retrieve the Organic feed. We have created a generic solution for all partners that want to connect to the OTYS system. We have built a generic solution to generate XML files based upon the customers vacancies and store the files on an FTP server. The partner is then able to retrieve the XML files and convert it to content on their website.

2.1. Process

Before we start talking about dependencies and work that goes into setting up the process we are going to explain how it works.

We built a generic solution to generate XML files of the vacancies. An example of a XML will be shown in this document. We try not to temper too much with this structure due to the fact that we think this is the best setup for this. If there are questions regarding adding new values we tent to take those into account and evaluate the purpose and added value over all OTYS customers and come back with feedback.

These XML files will be generated 4 times a day. The times will be determined by our Developers. This would be for example: 00:00 - 06:00 - 12:00 & 18:00. If you have any other preferred time please let us know so we can also take that into consideration. We would like to spread the load in the server with running scripts.

These XML files will be generated on a website level, so all the vacancies that are on that website will be in the XML. The XML can be found on our FTP Server. On this FTP server there will be 4 different XML files.

The 4 XML files will be:

- Agencies
- Jobboard
- Corporate
- Unknown (Every XML connected to a website that has no website type selected)

2.2 Access

Before you can retrieve the organic feed there are going to be a couple things that have to be arranged. We are going to have to create a 'partner client' in the OTYS system. Also we are going to set up an FTP server that will hold all the XML files. This will all be e-mailed to you by one of our Product Managers.

3.0 OTYS Remote Apply

Now we have the vacancies on the website of your job board it is time for the next step, receiving candidates.

3.1 Process

OTYS clients are able to create their own application forms. It is possible to create a default application form, to create an application form for a specific integration (for example for the LinkedIn integration) and it is even possible to create application forms for specific vacancies.

Each application form can consist of many questions. Some questions are fixed and connected to specific database fields (like 'First name', 'Last name' and 'City'), other questions are flexible and can fully be configured by clients themselves. We have various validation options for each question ('required' being the most often used) and questions can be divided over multiple pages.

Below we will first describe all questions that are fixed questions which are currently available for our clients. It will then go into the flexible questions. After that we will discuss the validations that can be set and finally we will discuss how the partner can pick up the configured questions.

Fixed questions

OTYS has a large amount of fixed questions which can be placed in a specific place in the database. This integration will however only support the 'most commonly used' fields.

The integration supports the following fields:

Field name	Form type
Accept terms	Special question Accept terms
Address	Input
Available by	Date select
Cellphone	Input
City	Input
Country	Single select
Date of Birth	Date select
Documents Upload	Multi file upload
Drivers License	Input

Field name	Form type
Email	Input
First name	Input
Gender	Single select
Initials	Input
Language	Single select
Last name	Input
Link to profile	Input
Match criteria bedrcategorie	Single/multi select
Match criteria beoordeling	Single/multi select
Match criteria branche	Single/multi select
Match criteria custom crit data 1	Single/multi select
Match criteria custom crit data 2	Single/multi select
Match criteria custom crit data 3	Single/multi select
Match criteria custom crit data 4	Single/multi select
Match criteria custom crit data 5	Single/multi select
Match criteria dienstvb	Single/multi select
Match criteria functiegr	Single/multi select
Match criteria functienaamlist	Single/multi select
Match criteria gewuren	Single/multi select
Match criteria opleidn	Single/multi select
Match criteria opleidr	Single/multi select
Match criteria regio	Single/multi select
Match criteria salaris	Single/multi select
Match criteria verzekering	Single/multi select
Match criteria wervaring	Single/multi select
Middle name	Input
Motivation	Text area
Nationality	Single select
Nickname	Input
Notes	Text area
Notice term	Single select
Personal message	Text area
Phone #	Input
Phone Number	Input
Photo Upload	Single file upload
Postal code	Input
Short description	Text area
Suffix	Input
Upload résumé	Single file upload
Website	Input

As you can see, there are various 'form types'. Most of them (input, text area, single select, multi select & date select) are quite self-explanatory. Some form types require a bit more information.

Single file upload

A simple input of type 'file' used for uploading an applicant CV or applicant photo. On OTYS websites we only accept CV files in formats .doc, .docx, .pdf, .rtf, .odt & .txt and photo files in formats .jpg & .png. Additionally we only accept files of a maximum of 5MB per file. To avoid compatibility issues we advise the partner to do a similar check for applicants applying through the partner.

Multi file upload

An input of type 'file' with an additional 'Upload' button. If an applicant selects a file from his local drive and clicks the 'Upload' button; the file is uploaded, the uploaded file appears and the user will see another input of type 'file' with an additional 'Upload' button. This way a user is able to upload multiple files. This can for example be used for

requesting additional documents like diplomas and certificates. On OTYS websites we only accept files of a maximum of 5MB per file. To avoid compatibility issues we advise the partner to do a similar check for applicants applying through the partner

Special question Accept terms

A text area showing the clients terms & conditions, a checkbox and a label to agree with the terms & conditions. On OTYS websites we log the date, time & IP address when the applicant agreed to these terms. If this question is included in the integration we should receive the same the same information from the partner.

Flexible questions

Besides the fixed questions, OTYS also supports various flexible questions (killer questions). The following form elements can be created as flexible questions:

- Radio buttons
- Checkbox
- Single select
- Input
- Text area

Validations

For every question, various validations can be set. The (by far) most used validation is whether a field is required or not. For now we have decided to only use this 'required' validation.

Format

In the XML feed created for the partner within the Job-tags (with information about a job) we show a JobApplyQuestions-tag. Within this tag a URL is shown, where the partner can retrieve the questions that should be asked if an applicant applies to this job. These questions return a JSON array with the following (base) structure:

```
[
    {
        "id": [id],
        "name": "[name]",
        "type": [type],
        "question": "[question]",
        "required": [required]
    },
    {
        "id": [id],
        "name": "[name]",
        "type": [type],
        "question": "[question]",
        "required": [required]
    }
]
```

As you can see each question consists of an ID, a name, a type, a question and a required marking:

[id]: This is the ID of the question field from OTYS (for example '1234567'). If an applicant fills in the application form the partner should use this ID when sending this field of the applicant to OTYS (see 'Receiving applications' below).

[name]: This is an (internal) OTYS name for the specific field (for example 'voornaam'). By sending this information the partner is able to recognize the different questions that are asked and where they will be placed in the OTYS database.

[type]: This is the type of form field that should be used in the form on the the partner application form.

- text
- textarea
- select
- multiselect
- date
- singlefile
- multifile
- acceptterms

[question]: This is the question as how it should be shown on the the partner website (so the label of the form element).

[required]: This will either output 'true' (if the question is required) or 'false' (if the question is optional). This is the 'base structure'. The fields per type of question can however differ (for example a question is a select,

The partner should also receive the options within the select).

Type 'text', 'textarea', 'singlefile' & 'multifile'

Questions with types 'text', 'textarea', 'singlefile' & 'multifile' will appear in the following structure:

```
[
    {
        "id": "[id]",
        "type": "[type]",
        "question": "[question]",
        "required": "[required]"
    }
]
```

As you can see these question types are quite 'straight forward' and does not need an adjusted structure.

Type 'select' & 'multiselect'

Questions with types 'select' & 'multiselect' will appear in the following structure:

```
[
    {
        "id": "[id]",
        "type": "[type]",
        "question": "[question]",
        "required": "[required]",
        "options": [
            {
                "value": "[optionid]",
                "label": "[optionlabel]"
            },
            {
                "value": "[optionid]",
                "label": "[optionlabel]"
            }
        ]
    }
]
```

As you can see these question types include an additional object 'options' showing the options of the single or multi select. Each option consists of a value and a label:

[value]: This is the ID of the option field from OTYS (for example '7654321'). If an applicant selects this option in the application form the partner should use this ID when sending this option field of the applicant to OTYS (see 'Receiving applications' below).

[label]: This is the label as how it should be shown on the the partner website (so the label of the option).

Type 'date'

Questions with type 'date' will appear in the following structure:.

```
[
    {
            "id": "[id]",
            "type": "date",
            "question": "[question]",
            "required": "[required]",
            "format": "yyyy-MM-dd"
    }
]
```

As you can see this question types has an additional 'format' field indicating how OTYS would expect the returned data to be sent. For now we will only use format 'yyyy-MM-dd'.

Type 'acceptterms'

Questions with type 'acceptterms' will appear in the following structure:

```
[
    {
            "id": "[id]",
            "type": "[type]",
            "question": "[question]",
            "text": "[text]",
            "required": "[required]"
    }
]
```

As you can see this question types has an additional 'text' field indicating the text that should be shown in the special text area:

[text]: Text of clients terms & conditions which should be displayed in a text area, so that the applicant is able to read them (before he agrees to them).

Additonal tag for receiving applicant data

Besides the JobApplyQuestions-tag we also include a JobApplyData-tag. Within this tag a URL is placed, where the partner can post the applicants that have applied to the job. The URL is unique for every job (so that OTYS knows for which job application data is sent).

The partner can use this URL when posting applicant data to OTYS.

Receiving applications

The partner will send applicant data to OTYS by sending a JSON array to the JobApplyData URL.

The JSON array should include the answers that have been asked to the applicant while applying to the job on the partners website. Since the URL will be job specific, OTYS will be able to automatically connect the applicant to the job.

The information of the applicant should be placed in a JSON array with the following (base) structure:

```
[
    {
        "sourceData": {
            "portal": "[Partner]",
            "utmSource": "[Partner]",
            "utmMedium": "jobboard",
            "utmCampaign": "otysremoteapply"
        },
        "answers": [
            {
                "id": "[id]",
                "value": "[value]"
            },
            {
                "id": "[id]",
                "values": [
                    "[value]",
                    "[value]"
                ]
            }
        ]
    }
]
```

As you can see each answer consists of an ID and one or multiple values. In case of question types 'text', 'textarea', 'select', 'date' & 'singlefile' only one value is sent (and the name of the pair is 'value'). In case of question types 'multiselect', 'multifile' and 'acceptterms' multiple values are sent (and the name of the pair is 'values').

[portal]: This value is for creating reports within the OTYS system, it is filled in at the candidate detail view. It will be the name of the partner. Ask the Product Management team what portal you have.

[**utmSource]:** This value is for creating reports within the OTYS system, it is filled in at the candidate detail view. It will be the same as the portal value.

[id]: This is the ID of the question field from OTYS (for example '1234567'). If an applicant fills in the application form the partner should use this ID when sending this field of the applicant to OTYS (see 'Receiving applications' below).

[value]: This is the value that can be sent:

- In case of question types 'text' & 'textarea' it is the actual typed in text by the applicant.
- In case of question type 'date' it is the date selected by the applicant in format 'yyyy-MM-dd'.
- In case of question type 'select' & 'multiselect' it is the ID of the option selected by the applicant.
- In case of question type 'singlefile' & 'multifile' it is the base64 encoded file.
- In case of question type 'acceptterms' we expect three values: first value a '1' to indicate terms have been accepted, second value the IP address used for checking the checkbox and third value the date & time (in format 'yyyy-MM-dd hh:mm:ss').

4.0 The XML file structure

We have explained a lot about the XML files and how to retrieve and process them. Now we are going to explain some things about the actual XML structure.

4.1 Structure

The XML files have a standard structure, this can be found on:

https://www.otys.com/partners/downloads/OrganicFeedConnectorExample.xml

If there are any questions regarding this XML structure you can contact one of our Product Managers.