UKG Pro™ Recruiting

Assessment Integration API Specification v3.3

Contents

Revision History

Version	Date	Description
0.1	7/16/2019	Initial draft.
0.2	10/14/2019	Additional fields have been added to the Assessments payload
0.3	10/17/2019	Some clarifying updates were made in the Assessment Integration Workflow section. Comments to KF questions were added in the API payload sections.
0.4	10/23/2019	Navigation links have been updated to point to correct endpoints.
1.0	1/31/2020	Request header and tenant fields have been added in section 4.2, POST assessment-link-request.
1.1	3/5/2020	The assessment_integration_id and identity_URL fields were added to the POST assessment-link-request payload in section 4.2.1.
1.2	4/23/2020	The API structure of sample payloads have been updated to reflect the correct naming convention for the assessment, application, and other guides as well as language code fields.
1.3	3/10/2021	A discrepancy between the identity token field name in the specification and the actual API has been corrected.
2.0	3/12/2021	WOTC integration details have been added.
3.0	3/22/2021	UKG Branding has been applied. Appendixes with UI flows have been added.
3.1	4/7/2021	The example header has been added to section 4.3.
3.2	1/17/2022	Minor updates and corrections have been made. Added information about how to determine the customer's environment and tenant values.
3.3	10/13/2022	Updates for OPP AuthN upgrade.

1. Assessment/WOTC Screening Integration Workflow
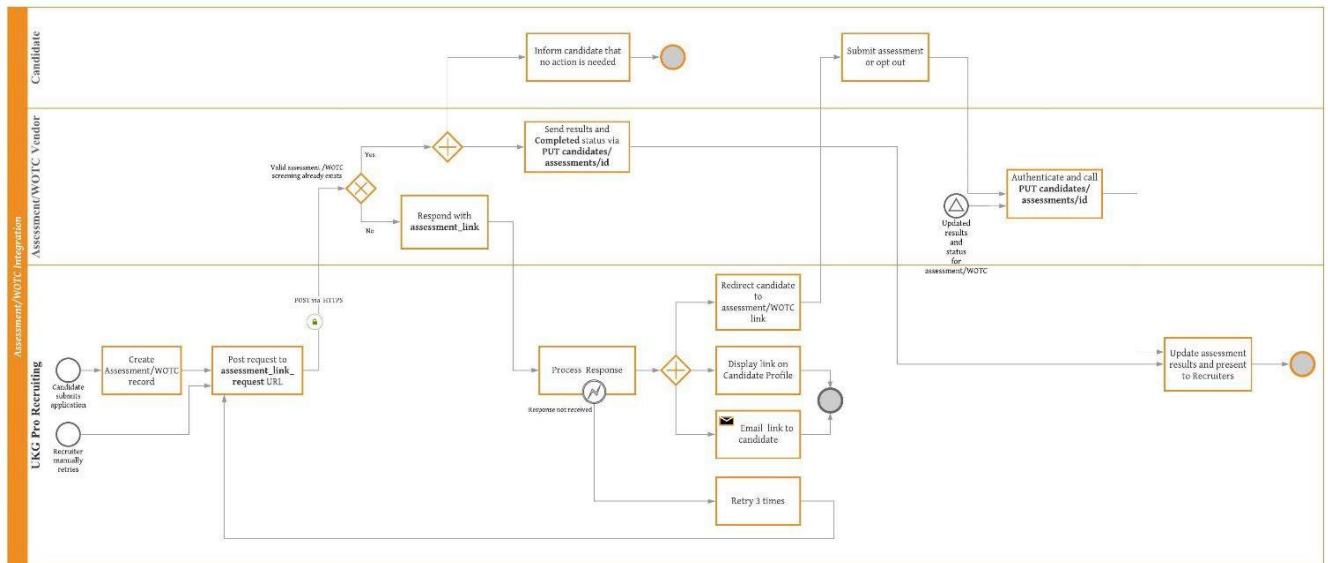
1.1. Integration Registration

1. To register a new integration with UKG Pro Recruiting, the Assessment/WOTC provider supplies necessary information:

    - If the provider is an Alliances partner, they provide the required information to their Ultimate Kronos Group (UKG) Alliances representative.

    - If the provider is not an Alliances partner, they provide the required information in the Assessment/WOTC Registration Questionnaire (see Appendix A. Assessment/WOTC Provider Registration Questionnaire on page 26) to the mutual customer that is looking to build the integration.

    These are the details that are required in order to register a provider:

1. The provider's **authentication mechanism**. Required.

    - **Basic.** The provider assigns a unique username and password to the customer. UKG Pro Recruiting sends this username and password combination when making requests for assessments or WOTC screenings.

    - **Token.** The provider assigns a unique token to the customer. UKG Pro Recruiting sends this token when making requests for assessments or WOTC screenings.

2. The **URL** on the provider's site that responds to requests for assessments or WOTC screenings. Required. UKG Pro Recruiting uses this URL to request an assessment or WOTC screening link for an applicant. The URL must use the HTTPS protocol, and must be a static URL; variables in the URL are not supported.

3. Provider-assigned **Partner ID** for UKG Pro Recruiting. Optional. This is an optional identifier that the provider may assign to UKG Pro Recruiting. The Partner ID will be included in all UKG Pro Recruiting requests to the provider's API endpoints.

4. If the domain names in URLs that will be sent by the provider in assessment/WOTC screening updates (for example, the URL for assessment results, specified in assessment_results_url) are different from the domain name in the assessment/WOTC request URL (see 1.1.1.2 above), then you need to provide all **alternative domain names** so they can be added to the Allow list and provider API calls are not declined.

2. The UKG representative registers the integration with the customer's production environment, and supplies the following details to the provider:

- **Integration ID**. The unique ID assigned by UKG to the provider. This ID will need to be included in assessment/WOTC screening update requests to UKG Pro Recruiting.

- **Authentication details**. These details will be used by the provider to authenticate with UKG Pro Recruiting when posting assessment/WOTC screening updates:
  - Identity server host name
  - Client ID
  - Client secret

3. If you want to request a dedicated test environment for the integration:

- For Alliances partners, the test environment will be created and supported by UKG Alliances.

- For non-partner providers, the customer submits a Service Request (SR) to UKG. The SR will ensure the test environment is created, the provider is registered, and Client ID and Secret are issued for the test environment.

1.2. Identify Environment and Tenant

To identify the correct values for the *{environment}* and *{tenant}* placeholders in the API endpoint URLs, Recruiting customers can log in to Recruiting and examine the URL in the browser address bar.

The customer's *{tenant}* value follows the first slash after the domain name. See the table below.

For the *{environment}*, identify the domain of the customer's Recruiting URL, and use the corresponding value from the table below.

Recruiting Domain	{environment} Value
https://**recruiting.ultipro.com**/*{tenant}*/	service2.ultipro.com/talent/recruiting/v2

https://**recruiting2.ultipro.com**/*{tenant}*/	service5.ultipro.com/talent/recruiting/v2
https://**recruiting.ultipro.ca**/*{tenant}*/	service3.ultipro.ca/talent/recruiting/v2

1.3. Integration Activation by Customer

1. Once the provider's integration is registered with UKG Pro Recruiting, it will become available to the customer in their UKG Pro Recruiting settings.

2. The customer will need to work with the provider to configure necessary account details before turning on their integration in Recruiting settings:

   - **Username/ password**. Required if the provider uses the Basic authentication method.

   - **Token**. Required if the provider uses the Token authentication method.

   - **Assessment package codes** and **names** (only for the assessment integration type).

3. The customer will turn on their Assessment/WOTC screening provider integration in UKG Pro Recruiting settings and configure their company-level credentials and assessment packages, if applicable.

1.4. Assessment/WOTC Screening Process

1. A Recruiter adds an assessment package or a WOTC screening into an opportunity.

2. A Candidate submits their application for the opportunity.

3. UKG Pro Recruiting creates an assessment record for this application with a unique assessment ID and sets its status to *Generating.*

4. UKG Pro Recruiting makes a [POST assessment-link-request](#) to the provider's assessment_link_request_url. The request includes the customer's company-level credentials: username/password or token.

5. The provider authenticates the request, generates the assessment/WOTC screening link, and returns the link in the response.

6. UKG Pro Recruiting displays the assessment/WOTC link to the Candidate. When the Candidate clicks the link, they will be redirected to the provider's assessment/WOTC screening page in a new browser tab.

7. UKG Pro Recruiting will also email the assessment/WOTC screening link to the Candidate, and make it available it on their Presence > Applications page so it can be accessed later if needed.

8. If the assessment/WOTC screening link is not received in step 5, the system will retry 3 times. Recruiters will be able to manually initiate additional retries if all three automatic retries have failed.

1.5. Assessment Status Updates

1. The provider will post an authentication request to the UKG Pro Recruiting identity URL and include their client ID and secret.

2. UKG Pro Identity will respond with an oAuth token, which will expire in 60 minutes.

3. The provider will submit assessment updates by making the PUT candidates/:id/assessments/:id request to the **results_url** that was previously provided in the POST assessment-link-request. In order to let the system know which assessment record to update, the request must include:

    - The provider's assessment integration_id. This ID is assigned to the provider at the time of registration (see step 2 in the **Integration Registration** section above) and will be supplied in the POST assessment-link-request payload.

    - The assessment_id, candidate_id, and application_id that have been previously provided in the POST assessment-link-request for this assessment.

    Note:
    The PUT request will overwrite all the fields of the existing assessment record. For example, if an empty Score field is provided, it would override the previous Score value and set it to null. We anticipate PUT requests to include the complete assessment record with updated assessment/WOTC result fields, where applicable. The **GET candidates/:id/assessments/:id** request can be used to extract details of an existing assessment record.

4. Any following updates should be posted according to the process in step 1.

2. Authentication and Scopes

2.1. With Assessment Provider

Basic Authentication over HTTPS by providing the customer's user name/password or token.

2.2. With UKG Pro

UKG Pro Recruiting API uses the oAuth 2.0 authentication method.

To request an Assessment API access token, make a POST request to the identity server URL provided by Ultimate Kronos Group (UKG), with required parameters in the request body.

Include the authorization token in the header of your Assessment API calls, prepended with the "Bearer". The expiration time for the token, in seconds, will be provided in the response (it's currently set to expire in 3600 seconds or 1 hour).

Review the Recruiting and Onboarding API Authentication Guide in the UKG Community Library for details on required authentication information and lists of data centers.

2.2.1. Request Parameters

```
POST https://{identity_server}/signin/oath2/t/{tenant}/access_token
```

Name	Required/Optional	Description
{identity_server}	Required	The identity server host name. Provided by UKG in the identity_token_endpoint_url field of the POST Assessment Link request.
{tenant}	Required	The customer's tenant name. Provided by UKG. See Identify Environment and Tenant on page 7.
client_id	Required	The client ID that allows access to the data of the specific customer. Assigned by UKG.
client_secret	Required	A client_secret associated with the client_id. Assigned by UKG.
grant_type	Required	Always use this value: client_credentials
scope	Required	Always use this value (separated by a space): recruiting.domain.candidates.assessments.read recruiting.domain.candidates.assessments.update

2.2.2. Sample Request

```
curl --location --request POST
'https://signin.ultipro.com/signin/oauth2/t/tenant123/access_token' \

--header 'Content-Type: application/x-www-form-urlencoded' \

--header 'Cookie: JSESSIONID=4ADFA9B75B04A6C93C37091B1EAB39E7;
ha_backend_identity_web=s1' \

--data-urlencode 'grant_type=client_credentials' \

--data-urlencode
'scope=recruiting.domain.candidates.assessments.create
recruiting.domain.candidates.assessments.read' \

--data-urlencode 'client_id=tenant123client' \

--data-urlencode 'client_secret=tenant123secret'
```

2.3. Request Scopes

These scopes are required to utilize the Assessment integration endpoints:

- recruiting.domain.candidates.assessments.read
- recruiting.domain.candidates.assessments.update

3. POST Assessment Link

3.1. Request Parameters

In UKG Pro Recruiting, candidates can view the assessments that are available for them to take, and access each assessment using a link. To request a unique assessment link for the candidate, UKG Pro Recruiting posts this API call to the provider's **assessment_link_request_url**.

For more information about when this request will be sent for a new applicant, see Appendix B. Enabling and Using an Assessment/WOTC Integration on page 28.
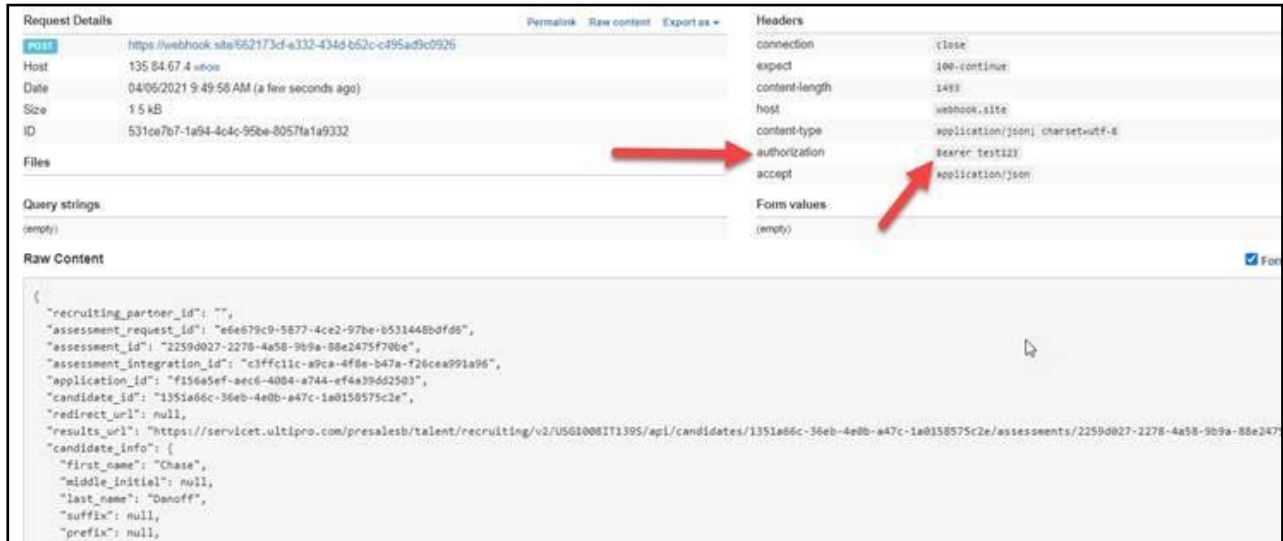
#	Field Name	Required/ Optional	Validation	Description
	Request Header			
1	authorization	Required	String Ma	If the vendor uses the Basic authentication method, this field will contain "Basic" (see sec. 3.1.1. below) If the vendor uses the Token authentication method, this field will contain the token prepended with the "Bearer" (see sec. 3.1.2. below) The token must be entered in customer's Settings > Integrations > Assessments > Provider.
2	auth_password	Required if authorization type is Basic. Otherwise, empty	String Max	The password that was supplied by the provider. The password must be entered in customer's Settings > Integrations > Assessments > Provider.

#	Field Name	Required/ Optional	Validation	Description
3	auth_user_name	Required if authorization type is Basic. Otherwise, empty	String	The username that was supplied by the provider. The username must be entered in customer's Settings > Integrations > Assessments > Provider.
	Request Body			
4	recruiting_partner_id	Required Max: 100 characters	String	The UKG Pro Recruiting Partner ID that was assigned by the provider.
5	redirect_url	Optional	String	Null in this version.
6	results_url	Required	String	The URL to the PUT candidates/:id/assessments/:id endpoint that the provider will use to post assessment results (see section 4 on page 20).
7	application_id	Required	GUID	The unique Applicant ID in the UKG Pro Recruiting system. This ID is unique and specific to each candidate application. If a candidate applies to a different opportunity, they will be assigned with a different applicant ID but will keep the same candidate ID.
8	assessment_id	Required	GUID	The unique assessment record ID in the UKG Pro Recruiting system.
9	package_codes	Required for Assessment providers Empty for WOTC providers Each code: max 100 characters	An array of string package codes	Package code(s) of the assessment packages included in the job opportunity. Only one package ID per request is supported in this version.

#	Field Name	Required/ Optional	Validation	Description
10	assessment_request_id	Required	GUID	The unique assessment request ID in the UKG Pro Recruiting system.
11	candidate_id	Required	GUID	The unique Candidate ID in the UKG Pro Recruiting system.
12	assessment_integration _id	Required	GUID	The unique integration ID assigned to the provider by UKG. Use this value as the integration ID in PUT Assessments calls to UKG Pro Recruiting.
13	identity_token_endpoi nt_url	Required	String, always https://	The URL to the UKG Pro identity server. Use this to authenticate with UKG Pro Recruiting and obtain an oAuth token before making a PUT request to update assessments.
	Candidate Information			
14	first_name	Required Max 100 characters	String	The applicant's first name.
15	middle_initial	Optional Max 50 characters	String	The applicant's middle initial.
16	last_name	Required Max 100 characters	String	The applicant's last name.
17	suffix	Optional Max 50 characters	String	The applicant's name suffix.
18	prefix	Optional Max 50 characters	String	The applicant's name prefix.
19	address_line_1	Optional Max 255 characters	String	The applicant's address line 1.

#	Field Name	Required/ Optional	Validation	Description
20	address_line_2	Optional Max 255 characters	String	The applicant's address line 2.
21	city	Optional Max 255 characters	String	The applicant's city.
22	state/province	Optional Max 6 characters	String	The applicant's state/province code.
23	zip_code	Optional Max 50 characters	String	The applicant's zip code.
24	country_code	Optional	String	The applicant's 3-character ISO country code.
25	email	Optional Max 254 characters	String	The applicant's email address.
26	phone	Optional Max 25 characters	String	The applicant's phone number.
27	default_locale	Required	String Supported locales: • en_us • en_gb • fr_ca • es_es • pt_br • de_de • zh_cn	The applicant's default locale.
	Company Information			
28	company_name	Required	String	The customer's company name.
29	doing_business_as	Optional	String	The customer company's Doing-Business-As name.

#	Field Name	Required/ Optional	Validation	Description
30	org_level_1	Optional Max 25 characters	String	The organization level 1 associated with the job opportunity.
31	org_level_2	Optional Max 25 characters	String	The organization level 2 associated with the job opportunity.
32	org_level_3	Optional Max 25 characters	String	The organization level 3 associated with the job opportunity.
33	org_level_4	Optional Max 25 characters	String	The organization level 4 associated with the job opportunity.
	Tenant Information			
34	id	Required	GUID	The unique ID of the customer (sometimes referred to as "tenant") in UKG Pro Recruiting.
35	alias	Required Max 20 characters	String	The unique alias name of the customer (sometimes referred to as "tenant").

3.1.1. Request Header, Basic Authorization

3.1.2. Request Header, Token Authorization

3.2. Example Request

```
{

    "recruiting_partner_id": "RecruitingPartnerId",

      "assessment_request_id": "eafc0046-82cc-41d0-8b16-9c4be0cca924",

           "assessment_id": "9c87a23c-0177-4349-a19f-57387027e3,

    "application_id": "775c3cb2-2e1a-49ed-8b0a-aaa0b2a1cf16",

      "candidate_id":"d4df5682-48cb-415b-85ad-a5d142c17e6d",

      "redirect_url":
"https://np13.ultipro.com/providersite/JobBoard/e35e6fcf-f5ab-4bbf-97e9-
f6e340d3e52b
/OpportunityApply/ApplicationSubmitted?applicationId=5e15a8b1-86f6-400c-
b61c-7a500ea5dc4f",

        "results_url": "https://{{host}}/kornferry/api/candidates
d4df5682-48cb-415b-85ad-a5d142c17e6d/assessments/9c87a23c-0177-4349-
a19f-57387027e38b",

"assessment_integration_id": "e35e6fcf-f5ab-4bbf-97e9-f6e340d3e52b",

"identity_token_endpoint_url": "https://testidentityurl.ulti.io",

"candidate_info": {

            "address_line1": "Address 1",

            "address_line2": "Address 2",

            "city": "City",

            "country_code": "USA",
```

```
            "default_locale": "en_us",
            "email": "jchoe@email.com",
            "first_name": "Johan",
            "last_name": "Choe",
            "middle_initial": "I",
            "phone": "(999) 999-9999",
            "prefix": "Mr",
            "state": "MD",
            "suffix": "Jr",
            "zip_code": "ZIP"
    },
    "company_info": {
            "id": "b10682c9-b273-4d13-b9d7-91f37963279a",
            "company_name": "CompanyA",
            "doing_business_as": "DoingBusinessAs",
            "org_level1": "OrgLevel1",
            "org_level2": "OrgLevel2",
            "org_level3": "OrgLevel3",
            "org_level4": "OrgLevel4"
    },
     "tenant_info":  {
            "id": "5667a23c-0177-4349-a19f-57387027e34tg",
            "alias": "KORNFERRY",
            "identity_token_endpoint_url": "https://login-
dev.ultipro.com/t/KORNFERRY/token"
      },
    "package_codes": [
     "PackageCode1"
      ]
}
```

3.3. Example Response by Provider

```
{
    "assessment_url": "https://provider.com/assessment",
     "error_message": "Error",
     "status": NotStarted,
     "status_date":  "2019-10-14T18:25:45.0000000-04:00"
}
```

4. PUT candidates/:id/assessments/:id

4.1. Request URL

GET https://{*environment*}/{*tenant*}/api/candidates/{*candidate-id*}/assessments/{*assessment-id*}

4.2. Request Parameters

Post this request to UKG Pro Recruiting to update a candidate's assessment results. The request URL is provided in the **results_url** field of the assessment link request for that candidate, POST assessment-link-request.

#	Name	Required/Optional	Description
1	assessment_integration.id	Required	GUID Provided by UKG after the provider's integration is registered. Also provided in the POST assessment-link-request.
2	application_id	Required	GUID Provided in the POST assessment-link-request.
3	Status	Required	One of the values from the enumerated list: • Generating • NotStarted • InProgress • Abandoned • OptedOut • Completed • Deferred • Expired • Retrying • Failed • NotSent
4	status_changed_date	Optional	Timestamp

#	Name	Required/Optional	Description
5	assessment_url	Optional	String, max 2000 chars. Must start with "https://"
6	failure_status_description	Optional	String, max 100 characters.
	Assessment Results		
7	partner_order_number	Optional	String, max 100 chars
8	partner_confirmation_number	Optional	String, max 100 chars
9	assessment_results_url	Optional	String, max 2000 chars. Must start with "https://" This link will be used by Recruiters to access the assessment report page in the provider's system.
10	is_passed	Optional	Boolean This field can be used for WOTC eligibility status: True — eligible False — ineligible
11	credit_amount	Optional	Numeric with max 2 decimals. This field can be used to specify the WOTC tax credit amount.
12	score	Optional	Integer, 0.. 100. Decimals are not supported.
13	results_description	Optional	String. Max 100 characters. (an array of translations; English is required)
14	metadata	Optional	An array of field_name/field value pairs. Max 20 fields are supported.

#	Name	Required/Optional	Description
15	field_name	Optional	String. Max 100 chars (an array of translations; English is required)
16	field_value	Optional	String. Max 2000 chars (an array of translations; English is required)
17	assessment_integration.id	Required	GUID
18	application_id	Required	GUID
19	status	Required One of Enum values	Enumerated list of values: • Generating • NotStarted • InProgress • Abandoned • OptedOut • Completed • Deferred • Expired • Retrying • Failed • NotSent

4.3. Example Request

```
curl --location --request PUT 'http://
http://recruiting.ultipro.com/abc_tenant/api/candidates/a18913ca-b978-
47ba-a167-4d2ff8783e6c/assessments/807a9f5c-a20a-41ba-8715-bcf673855ce9'
\

--header 'Authorization: Bearer
eyJraWQiOiJyc2ExIiwiYWxnIjoiUlMyNTYifQ.eyJhdWQiOiJyZWMxNGRldiIsImlzcyI6Im
h0dHBzOlwvXC9sb2dpbi1kZXYudWx0aXByby5jb21cLyIsImV4cCI6MTYxNzg0MTU1NSwiaWF
0IjoxNjE3ODM3OTU1LCJ0YSI6Im1vcmRvciIsImp0aSI6IjAwZTIwZGNmLWE1OGItNGIwYi1h
NzUwLWE5ZjAxMDVjZjU4NiJ9.n1rran7UzVjU1O9TbXdt6bCQ4f2ytk-
saJio3yN4MLlIeQ41325yO_545DEXeFIrruP2FNHbQjIy5AC9QCDoOKUN78QaqZ3ZoA8K3rEM
He72gBZ2ea7tC7khUue4mbwbm206tKVhWQhR50EIQrsJQ10E6qUdCxtKnJEDsIiPBUC9SkQ9c
BpuUwkjPBKpNXmdE2ikomE9Ev4QLtxxyl4z7peEZlHI0qwUWbIXzrSd0uWGZ4ZhEcwQWVLsNo
MBaH1uCj4oahfcCnnPgbjaDxWz_n9iSOliGKqJcwuoMqqnf-
OyvqFn4GGAyqJJXeszCZr1jsgwOt4voK5JZ2nhR08juQ' \
```

```
--header 'Content-Type: application/json' \
--data-raw '{
  "id": "807a9f5c-a20a-41ba-8715-bcf673855ce9",
  "assessment_integration": {
      "id": "ed40a18d-3fb2-4ce4-b2e6-e9e4d88e24eb"
  },
  "application": {
    "id": "c0f350b1-3fe1-443d-b7ad-60ee07acb00b"},
  "status": "NotStarted",
  "status_changed_date": "2019-09-23T22:57:24.145Z",
  "assessment_url": "https://provider.com/request",
  "failure_status_description": {
    "description": {
      "en_us": "en failure status description",
      "zh_cn": "Chinese failure status description",
      "es_es": "Spanish failure status description",
      "fr_ca": "French Canadian failure status description",
      "de_de": "German failure status description",
      "pt_br": "Portuguese failure status description"
    }
  },
  "assessment_results": {
    "partner_order_number": "123",
    "partner_confirmation_number": "9123",
    "assessment_results_url": "https://provider.com/results",
    "is_passed": true,
    "credit_amount": null,
    "score": 100,
    "results_description": {
      "description": {
      "en_us": "U.S. English results description",
      "en_gb": "United Kingdom results description",
      "zh_cn": "Chinese results description",
      "es_es": "Spanish results description",
```

```
      "fr_ca": "French results description",
      "de_de": "German results description",
      "pt_br": "Portuguese results description"
      }
   },
   "metadata": [
     {
       "field_name": {
         "en_us": "U.S. English Additional Result 1",
         "en_gb": "United Kingdom Additional Result 1",
         "zh_cn": "Chinese Additional Result 1",
         "es_es": "Spanish Additional Result 1",
         "fr_ca": "French Additional Result 1",
         "de_de": "German Additional Result 1",
         "pt_br": "Portuguese Additional Result 1"},
       "field_value": {
         "en_us": "U.S. English Passed with flying colors",
         "en_gb": "United Kingdom Passed with flying colors",
         "zh_cn": "Chinese Passed with flying colors",
         "es_es": "Spanish Passed with flying colors",
         "fr_ca": "French Passed with flying colors",
         "de_de": "German Passed with flying colors",
         "pt_br": "Portuguese Passed with flying colors"}
     },
     {
       "field_name": {
         "en_us": "U.S. English Additional Result 2",
         "en_gb": "United Kingdom Additional Result 2",
         "zh_cn": "Chinese Additional Result 2",
         "es_es": "Spanish Additional Result 2",
         "fr_ca": "French Additional Result 2",
         "de_de": "German Additional Result 2",
         "pt_br": "Portuguese Additional Result 2"
       },
```

```
        "field_value": {
          "en_us": "U.S. English Highly Recommended",
          "en_gb": "United Kingdom Highly Recommended",
          "zh_cn": "Chinese Highly Recommended",
          "es_es": "Spanish Highly Recommended",
          "fr_ca": "French Highly Recommended",
          "de_de": "German Highly Recommended",
          "pt_br": "Portuguese Highly Recommended"
        }
      }
    ]
  }
}
```

4.4. Response Codes

Code	Description
200	OK
400	Bad Request – Additional information provided regarding issue encountered

Appendix A. Assessment/WOTC Provider Registration Questionnaire

This questionnaire must be submitted by the provider in order to register their Assessment or WOTC integration with UKG Pro Recruiting.

Registering the integration will create a unique Integration ID that will be provided to the provider by UKG to use in their Assessment API calls.

If the integration is not registered, it will not be visible to customer(s) in their **Recruiting Settings > Integrations**.

Question	Description	Answer
Assessment or WOTC provider name Max: 100 characters *Required*	The name of the Assessment or WOTC provider that will be displayed in your UKG Pro Recruiting system.	
Assessment or WOTC provider description Max: 256 characters *Optional*	The provider description that will be displayed in Recruiting integration settings to provide additional information about the provider to your Recruiting Administrators.	
What is the provider's authorization method? *Required*	What kind of company-level account credentials does the provider support? Possible answers: • **Basic.** The provider will issue a username and password for your company that will be included in assessment or WOTC screening requests. • **Token.** The provider will issue an authorization token for your company.	
What is the provider-assigned ID for UKG Pro Recruiting? Max: 100 characters *Optional*	A unique identifier that the provider may want to assign to UKG Pro Recruiting system for additional authorization.	

What is the provider's URL to send Assessment or WOTC screening requests? Max: 1000 characters Must start with https:// Must be a static URL. Variables or wildcards are not supported. *Required*	A URL that will be used by UKG Pro Recruiting to send assessment or WOTC screening requests to the provider. Example: "https://exampleassessmentvendor.com/services/integrationservice.svc"	
Are there any other domain names that the provider will use to post Assessment or WOTC screening updates to Recruiting? *Optional*	The provider should list all possible domain names, except the one provided above, that they will use to post assessment or WOTC screening updates to UKG Pro Recruiting.	

Appendix B. Enabling and Using an Assessment/WOTC Integration

This section explains:

- how Recruiting Administrators can configure assessment integrations and WOTC screening integrations in UKG Pro Recruiting

- how Recruiters can add assessments and WOTC screenings to Opportunities

- how assessments and WOTC screenings are presented to applicants

- how Recruiters can view assessment results in UKG Pro Recruiting

View the List of Integrations

After the provider registers with UKG Pro Recruiting, UKG adds the provider to the list of available integrations. The name of the integration matches the name indicated during registration.

The type of integration determines where it appears: under **Settings > Integrations > Assessments**, or under **Settings > Integrations > Work Opportunity Tax Credit (WOTC) Screening**.

Enable an Assessment Integration

After the integration has been added in UKG Pro Recruiting, customers can turn on the integration and configure its settings.

Recruiting administrators can configure the integration settings.

Setting Details

1. In **Settings > Integrations > Assessments**, select the name of an integration to display its settings page.

2. Set the **Enable Integration** switch to **On**.

   The Account Information, Assessment Details, and Packages sections appear.

Assessment Vendor 1 Settings

English Description

Enable Integration   **On**   Off

Account Information

These credentials are saved and then validated the first time an assessment is triggered from an opportunity. Please ensure the credentials are entered accurately to prevent errors.

* Username

sample_user_name

* Password

●●●●●●●●●●

Assessment Details

Please keep in mind that the assessment name and description fields are visible to candidates during the application process. Filling this out will provide better context for candidates and increase completion rates.

Display Name

           100

Display Description

256 characters left

Packages

| Active | Inactive |

Package Code	Package Name	Actions
PCK1	Package 1	•••
PCK2	Package 2	•••

+ Add Package

Save   Cancel

3. In the Account Information section, enter the information provided by the assessment provider.

- If the provider specified the Basic authorization method during registration, enter the **Username** and **Password** provided by the provider.

- If the provider specified the Token authorization method during registration, enter the **Authentication Token** provided by the provider.

4. In the Assessment Details section, enter a **Display Name** and **Display Description** to display to the candidate.

   The candidate sees the name and description in the list of assessments that they can take. These fields are optional, but you can use them to help applicants understand the purpose and scope of the assessment.

5. In the Packages section, add assessment packages and edit their details.

   Assessment integrations require you to add at least one assessment package. A package is a bundle of related assessments, taken together on the provider site. Assessment results shown in UKG Pro Recruiting reflect the results of the whole assessment package.

   - To add a new package, select **Add Package**.

   - To edit a package, select its name.

   - Enter the **Code** and **Name** as provided by the assessment provider. Enter an optional **Description** to help you identify the package. Select **Done**.

   ## Edit Package

   * Code

   | PCK1 | 96 |

   * Name

   | Package 1 | 91 |

   Description

   An assessment package for Product Development opportunities

   3941 characters left

   Enable package   On   Off

   Done   Cancel

6. Select **Save** to save the assessment integration settings.

Enable a WOTC Screening Integration

After the integration has been added in UKG Pro Recruiting, customers can turn on the integration and configure its settings.

Recruiting administrators can configure the integration settings.

Setting Details

1. In **Settings > Integrations > Work Opportunity Tax Credit (WOTC) Screening**, select the name of an integration to display its settings page.

2. Set the **Enable Integration** switch to **On**.

   The Account Information and WOTC Screening Details sections appear.

3. In the Account Information section, enter the information provided by the WOTC screening provider.

    - If the provider specified the Basic authorization method during registration, enter the **Username** and **Password** provided by the provider.

    - If the provider specified the Token authorization method during registration, enter the **Authentication Token** provided by the provider.

4. In the WOTC Screening Details section, enter a **Display Name** and **Display Description** to display to the candidate.

    The candidate sees the name and description in the list of assessments that they can take. These fields are optional, but you can use them to help applicants understand the purpose of the screening.

5. Select **Save** to save the WOTC screening integration settings.

Include an Assessment or WOTC Screening in an Opportunity

The Screening tab of an Opportunity allows you to add assessments and WOTC screenings that will be presented to the candidates who apply for the job.

Engineer `Published`
Continuous Opening (Evergreen)

[Preview]

👥 1 Applicant

| Opportunity Details | Job Board Postings |

[Translations]

Select Job Opportunity Information Opening Information **Screening** Company Information Compensation Recruiting Process

Job Family	Finance	Company	US Legal Entity, 3 dba US Legal Entity, LLC US-LE1
Source Job	Engineer		
Job Code	ENG	Location(s)	Miami Office 2	Miami Two	Miam...
Requisition Number	ENGIN01639	Compensation	Salary
Opportunity Title	Engineer	Recruiting Process	Tech Opportunities
Translations	U.S. English (default)	Recruiter	Clark Kent

Assessment / WOTC Screening

Assessments and Screenings included in the opportunity will be presented to candidates who haven't been disqualified based on their screening questions on the Thank you for Applying page in the order they are listed here.

[Choose...   ⌄]

Provider	Type	Package Name			
WOTC Vendor 1	WOTC	N/A	↑	↓	🗑
Assessment Vendor 1	Assessment	Assessment Package 1	↑	↓	🗑

Candidate Availability
☑ Request Candidate Availability ❓

Application Questions ❓   [Add/Edit Translations]

| 1 | Are you eligible to work in U.S.? | Points | 0 ⌄ | ⌄ | ↑ | ↓ | Deactivate |

[Add Question] [Add Question from Library] 1 questions (120 maximum)

[← Back]   [Cancel] [Continue →]

You can add assessments and WOTC screenings to an Opportunity that is already published. If you do this, candidates who have already applied for the Opportunity can find the assessment or screening in their Presence—but they might not think to look for it there. To help them find it, you can send the assessment or screening to the candidate manually.

To send the assessment or screening to a candidate, select **Request Assessment** on the Applicant List page of the Opportunity.

Assessment Presentation to Candidates

After an applicant submits their application, UKG Pro Recruiting presents an assessment or WOTC screening to the applicant if:

- The assessment or WOTC screening is currently included in the opportunity.
- The respective assessment or WOTC screening integration is currently enabled.
- The assessment package is currently active (not applicable to WOTC screenings).
- The candidate did not give a disqualifying answer to screening questions when applying.

On the "Thank You for Applying" Page

Assessments and screenings appear on the acknowledgement page after the candidate completes their application.

On the Candidate Presence

Candidates can also access their incomplete assessments and WOTC screenings by going to their **My Presence > Applications** page and clicking the **Complete Assessment(s)** button.

When the candidate has completed all their assessments and screenings for a specific job application, the button text changes to **View Assessments**. The candidate can use it to view the list of completed assessments but cannot take them again.

Assessment Notification Email

Every eligible candidate who submits their application receives an email with a link to the Assessments page, where they can access their assessments and WOTC screenings.
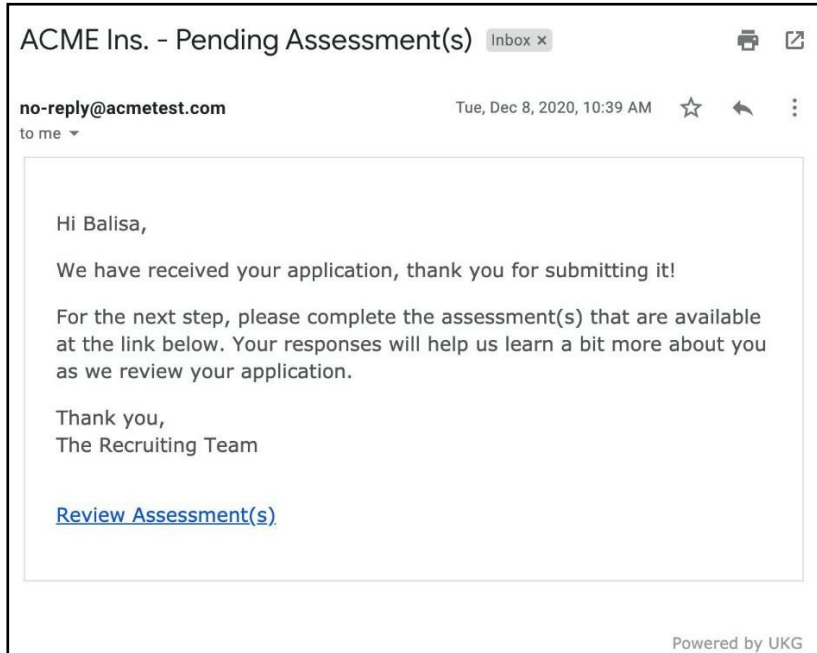
View Assessment Results

In UKG Pro Recruiting, you can see an applicant's assessment or WOTC screening results on the Applicant List page of the Opportunity. The Assessment Status column indicates whether the applicant has taken the assessment or screening, and their score if available.

Engineer

ℹ Posted 01/19/2021 | CANDI01941 | Miami | Miami Beach, FL, USA

1 FTE Remaining

There are 8 candidates pending hire. Please review their details to complete the hire process.   Hire

Search... 💡

Step ▾   Candidate Type ▾   Applied By ▾   Applied Date ▾   Source ▾   ✖ Assessment Score: 60% - 100% (Assessment Vend... ▾

✖ Assessment/WOTC Status (2) ▾   ✖ Screening Status (1) ▾   Application Question ▾   ➕

↻ Reset   ➕ Save Filter   ▼ Saved Filters ▾

5 Applicants | 0 Selected   *View 20*

[Disposition] [Rejected] [More Actions ▾]

☐	Applicant Name Location	⇕	Step	Screening Status % Score	⇕	WOTC Status (ABC Screenings) Eligibility	⇕	Assessment Status (Acme Assessments) Score / Description	⇕	Applied Date ▾ Applied by Source	Actions	⌄
☐	Ianton Murphy Miami, Florida		A Accepted Pending	Not Disqualified *None*		Completed Eligible		Completed 85% - Highly Recommended		02/04/2021 Candidate Design Thinking Board	•••	
☐	Andrew Leahy Miami, Argentina		A Accepted Pending	Not Disqualified *None*		Completed Ineligible		Completed 85% - Recommended		01/27/2021 Candidate Design Thinking Board	•••	
☐	Ali Murali Sydney, Australia		A Accepted Pending	Not Disqualified *None*		Created -		Completed 75% - Recommended		01/19/2021 Candidate Design Thinking Board	•••	

The Assessments tab on the candidate's detail page provides more detail about the assessment or screening.