![Paycor logo]

Paycor Recruiting

Setting Up an Internal Jobs Listing via IFrame

Even if you've implemented other IFrames before, it is important to follow these directions. You will need to deploy code to an internal webpage where the IFrame will reside, as well as configure a setting within Newton's Admin Panel.

Prerequisites:

• Ability to edit and deploy changes to the code on the internal webpage where the IFrame will be placed.

• Access to Paycor Recruiting's Career Page Admin tab. You will need a user account with the 'Careers Website Editor' permission enabled. Any user listed as an Admin in your account can help you with this.

• Recruiting Support may need to activate the Internal IFrame feature for your organization. Please contact recruitingsupport@paycor.com and ask to unlock the internal IFrame feature if you have not already. If the feature is disabled, you will not see the settings listed out in the subsequent pages of this guide.

• Your external careers page must also employ an IFrame.

Let's Get Started

• Head into your Internal Settings to retrieve the IFrame code:

Paycor Recruiting > Admin > Careers Page > Internal Settings

• Under Internal Hosting Settings, select the 'Use an IFrame' option.

• On the right-hand side, copy the IFrame code. This is one line of Javascript that will bring in the IFrame content wherever you place it in your site's code.

Add the code to your internal page:

• Paste the code into your internal webpage's HTML. Add it wherever you want the IFrame containing the jobs listing to appear. This IFrame will also hold the subsequent job description page, and job application page.
• Deploy the changes once you're done, and keep note of the absolute URL of the page where you added the code.

```
<div class="span8 widget-span internaljoblisting">

    <!-- Begin Newton Internal Iframe Code -->

    <script id="gnewtonjs" type="text/javascript" src="https://tsrsandbox.newtonsoftware.com/career/internalIframe.action?
    internal=true&clientId=8a7883d060531973016056b48ff55e74&key=863d9c4ec3e6befbdccfe5db6f8bb1e6"></script>

    <!-- End Newton Internal Iframe Code -->

</div>
```

Please Note:
• This code must be added into the underlying raw HTML comprising the webpage. It cannot be added as plain text that appears on the front-end of the page itself.
• If you use the internal IFrame on a publicly accessible site, the internal jobs will also be publicly available. Thus, the security of the intranet is also the security of the internal IFrame.

Complete Setup In Recruiting:

• Head back into your Internal Settings page by navigating to:
 Admin > Careers Page > Internal Settings
• Ensure the Internal Hosting Setting is set to 'Use an IFrame'.
• Paste in the absolute URL of the webpage where you added the Internal Jobs IFrame code into the 'Internal Career Page' field:
Save your changes, and you're done! The internal IFrame should now appear on your internal webpage.

Additional Notes:

• The internal IFrame will only load on one domain (specified by the URL pasted in the Internal Career Page field).
• The CSS (styling) of the IFrame content cannot be adjusted at this time. It will use Paycor Recruiting's
default CSS which looks best on lighter backgrounds.
• Initially, job listings within the internal IFrame are publicly accessible. You must restrict
access to the internal listings page to ensure they are accessible to employees only.
For example, you can limit the page to display exclusively on your company's intranet or a
password protected page.
• If you run into any issues setting up the Internal Jobs IFrame, please reach out to your
recruitingsupport@paycor.com with a description of the issue and the URL of the internal
page where the IFrame code is located.

INTERNAL POSTINGS

Marketing
Bazaar Merchant   Berkeley, CA

Professional Services
Creative Director   Nationwide

Other
Chief Financial Officer   Honolulu, HI
Innovation Sherpa   Berkeley, CA