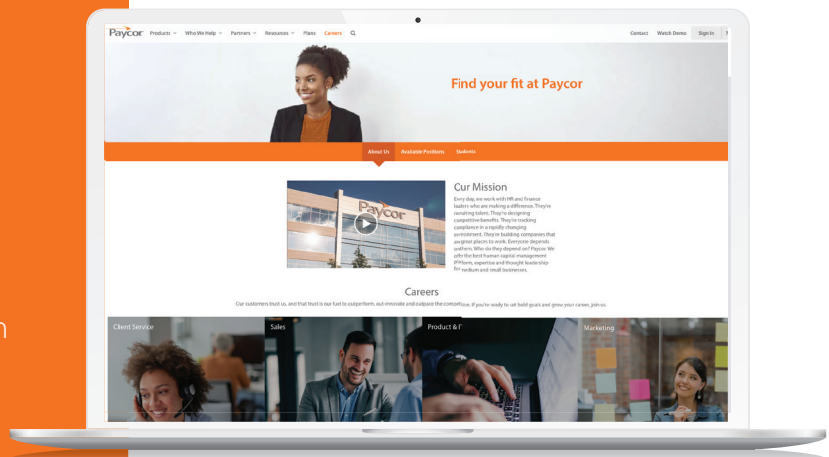


iframe **SETUP**

How to use an iframe for your organization's careers page.

The Paycor iframe allows your company to post jobs and receive applications online without directing applicants to leave the company website.

When set up correctly, the Human Resources team can add, edit and remove jobs from the Paycor system. Updates should appear immediately with no further assistance needed from Marketing, IT, or Web Development.



Please read the instructions carefully—we want to ensure full functionality for your HR team.

Frequently Asked Questions

If we are currently using an active Paycor careers page, what should we do?

Contact RecruitingSupport@paycor.com for a sandbox testing environment—we're happy to keep an active careers page running while the new one is built and tested.

Are there any special instructions for a website managed with a CMS (e.g. Wordpress or Drupal)?

You may need a plugin to install the Paycor Recruiting iframe code. Here are some helpful resources:

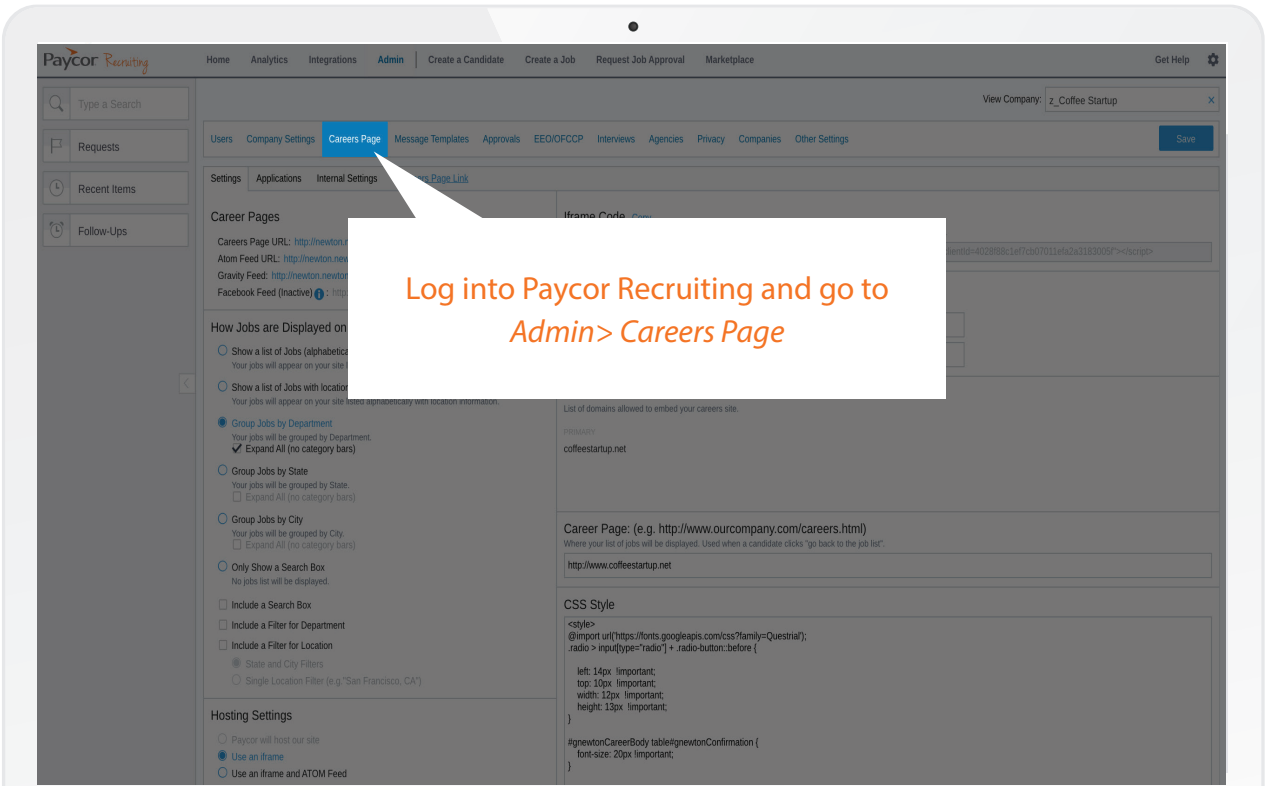
For Wordpress: <https://wordpress.org/plugins/raw-html/>

For Drupal: <https://www.drupal.org/node/803562>

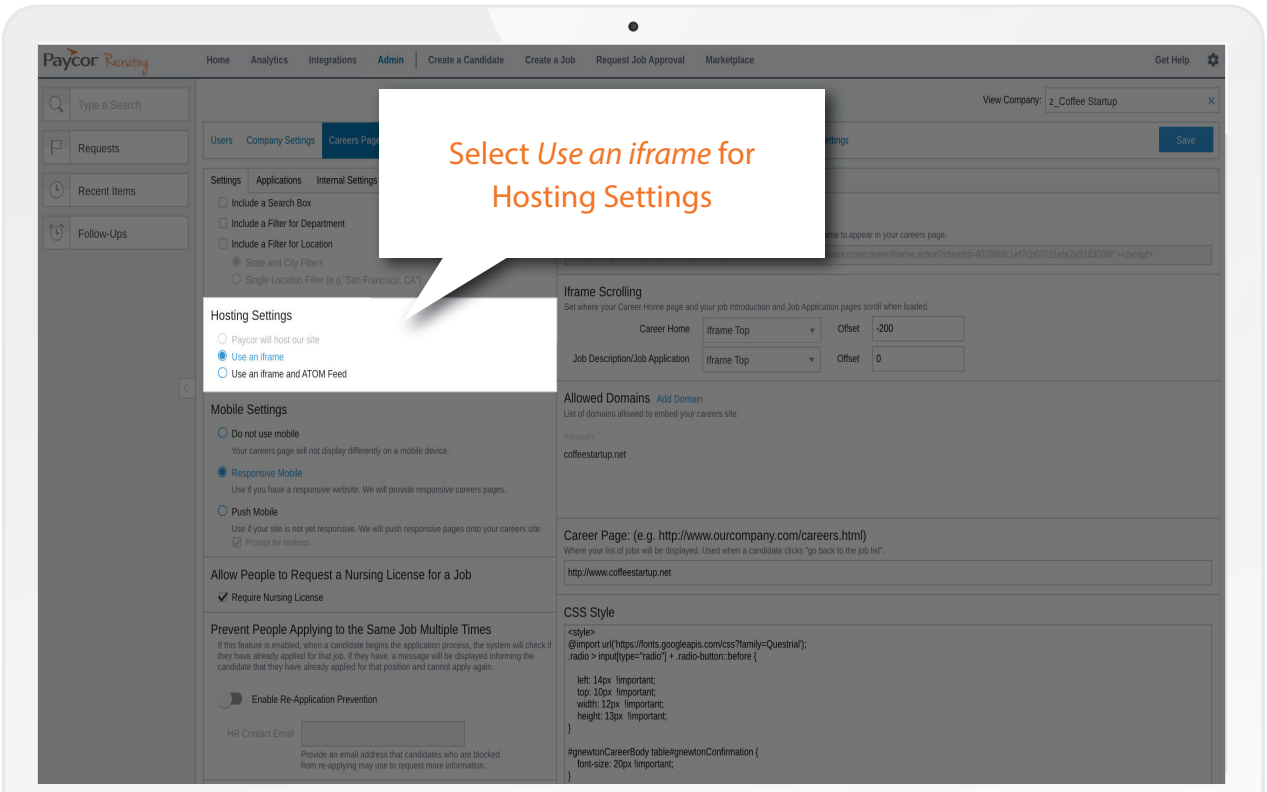
How often does the Paycor feed update?

When changes are made by the HR team, our feed will update immediately. We strongly recommend pulling and caching the feed content very frequently (i.e. intervals shorter than 5 minutes). This will minimize the delay for any time-sensitive changes made by the HR team.

STEP 1

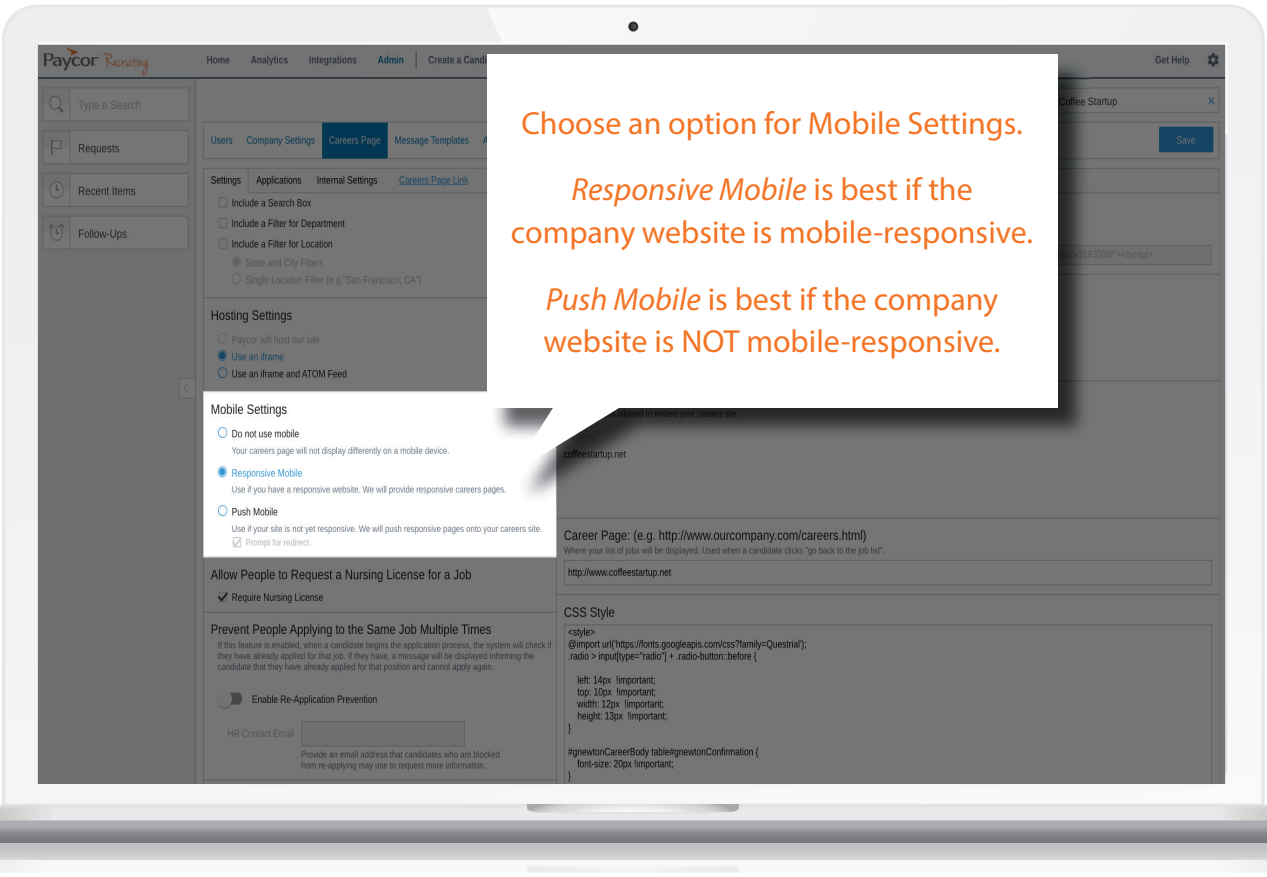


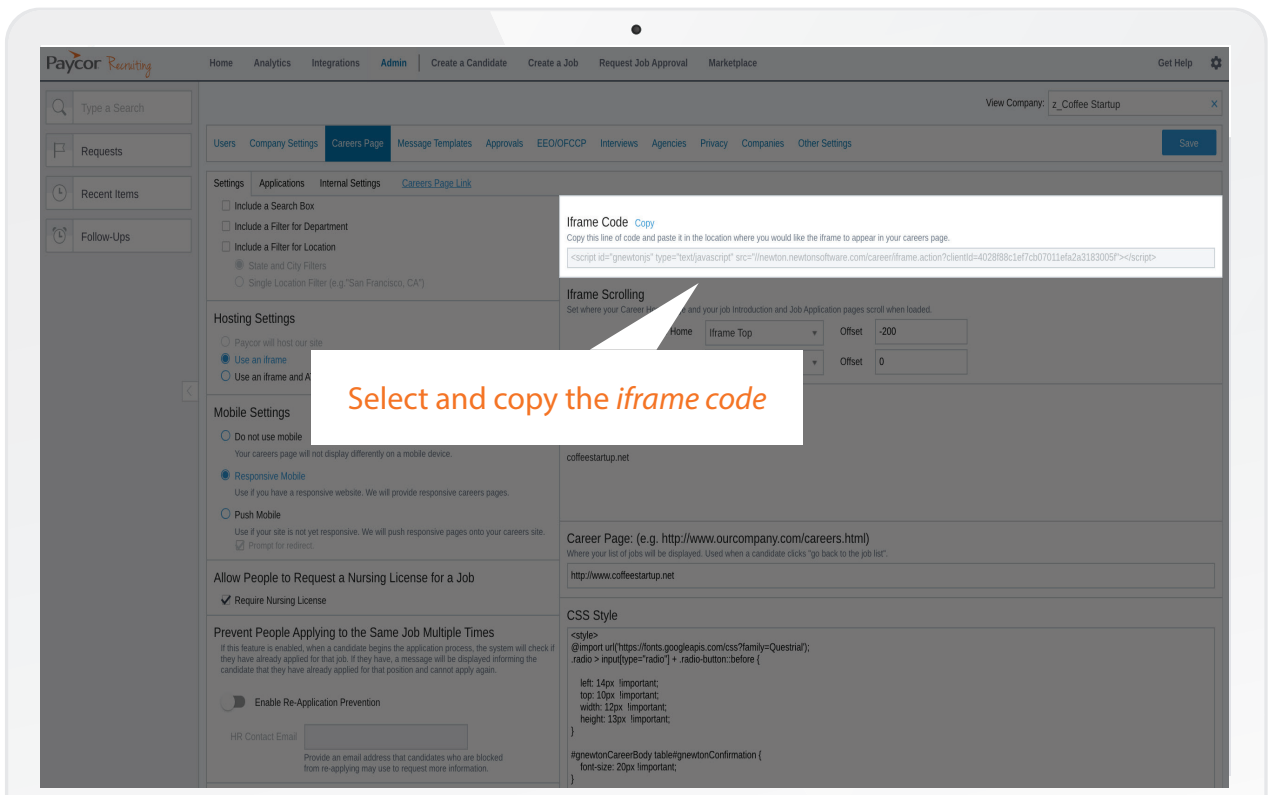
STEP 2



The screenshot shows the Paycor Recruiting Admin interface. A white callout box with orange text says "Select Use an iframe for Hosting Settings". The interface includes a navigation menu on the left with options like "Requests", "Recent Items", and "Follow-Ups". The main content area is divided into several sections: "Hosting Settings" with radio buttons for "Paycor will host our site", "Use an iframe" (selected), and "Use an iframe and ATOM Feed"; "Mobile Settings" with options for "Do not use mobile", "Responsive Mobile" (selected), and "Push Mobile"; "Allow People to Request a Nursing License for a Job" with a checked "Require Nursing License" option; "Prevent People Applying to the Same Job Multiple Times" with an "Enable Re-Application Prevention" toggle; "Iframe Scrolling" with dropdowns for "Career Home" and "Job Description/Job Application" and "Iframe Top" selected for both, with offset values of -200 and 0; "Allowed Domains" with a list containing "coffeestartup.net"; "Career Page" with a URL field containing "http://www.coffeestartup.net"; and "CSS Style" with a code editor containing CSS rules for font-family, font-size, and padding.

STEP 3



STEP 4

The screenshot shows the Paycor Admin interface for the 'z_Coffee Startup' company. The 'Admin' menu is active, and the 'Careers Page' settings are being viewed. A callout box titled 'Iframe Code' contains the following code:

```
<script id="newtonjs" type="text/javascript" src="https://newton.newtonsoftware.com/careers/iframe.action?clientId=402898&1ef7cb07011ef2a263183005f"></script>
```

The callout box also includes the instruction: 'Copy this line of code and paste it in the location where you would like the iframe to appear in your careers page.'

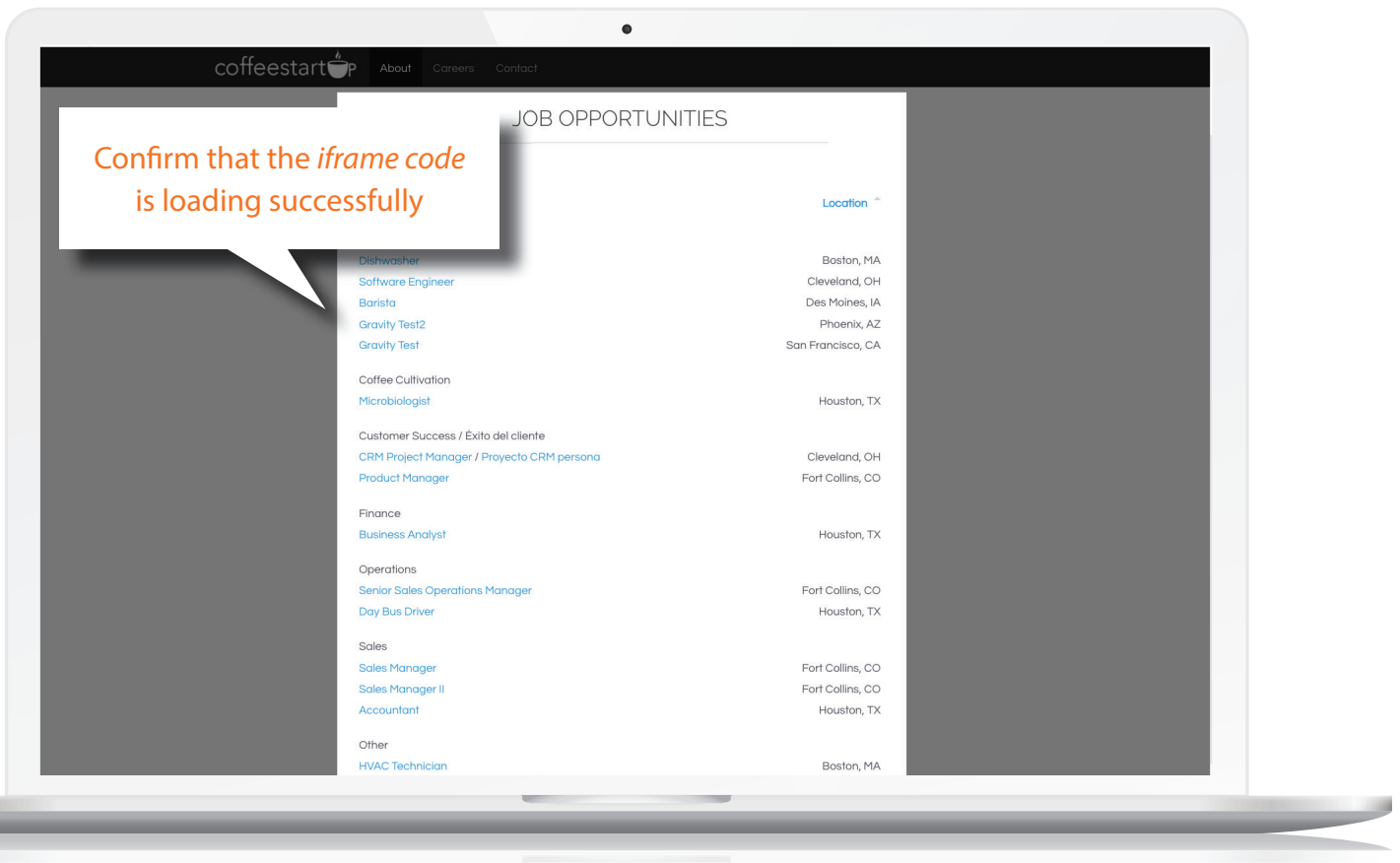
Other settings visible in the interface include:

- Internal Settings:** Options for including a search box, filters for department and location, and state/city filters.
- Hosting Settings:** Options for hosting the site, including 'Use an iframe' and 'Use an iframe and A'.
- Mobile Settings:** Options for mobile display, including 'Responsive Mobile' and 'Push Mobile'.
- Allow People to Request a Nursing License for a Job:** A checked option to 'Require Nursing License'.
- Prevent People Applying to the Same Job Multiple Times:** An option to 'Enable Re-Application Prevention'.
- HR Contact Email:** A field for providing an email address for candidates blocked from re-applying.

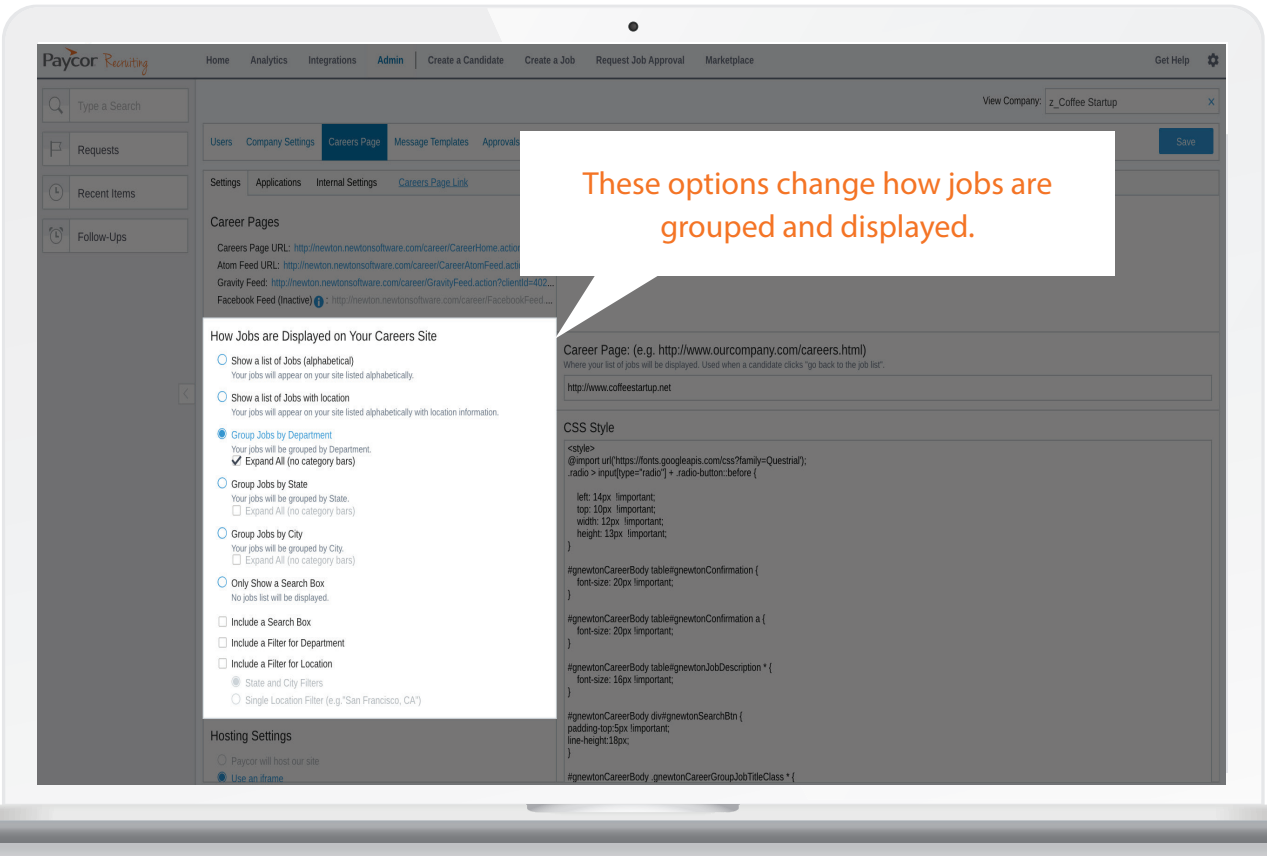
STEP 6

The screenshot shows the Paycor Recruiting Admin interface. The 'Careers Page' settings are visible, including options for search filters, hosting settings, mobile settings, and a 'Career Page' URL field. A callout box points to the 'Career Page' field with the text: "Enter the Careers Page URL into Paycor Recruiting for authorization." The 'Career Page' field contains the URL: `http://www.coffeestartup.net`. Other visible settings include 'Include a Search Box', 'Include a Filter for Department', 'Include a Filter for Location', 'Hosting Settings' (Use an iframe), 'Mobile Settings' (Responsive Mobile), and 'Prevent People Applying to the Same Job Multiple Times'.

STEP 7



STEP 8

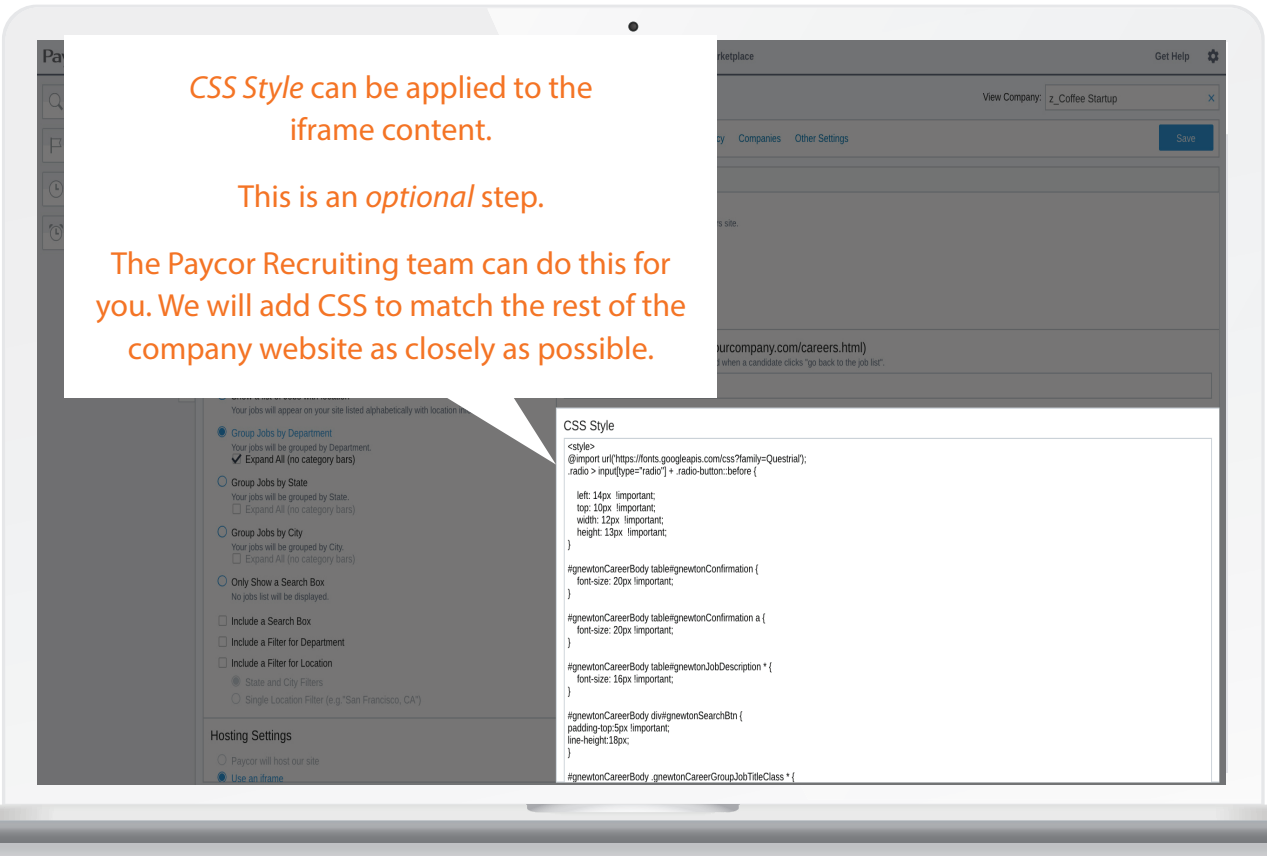


STEP 9

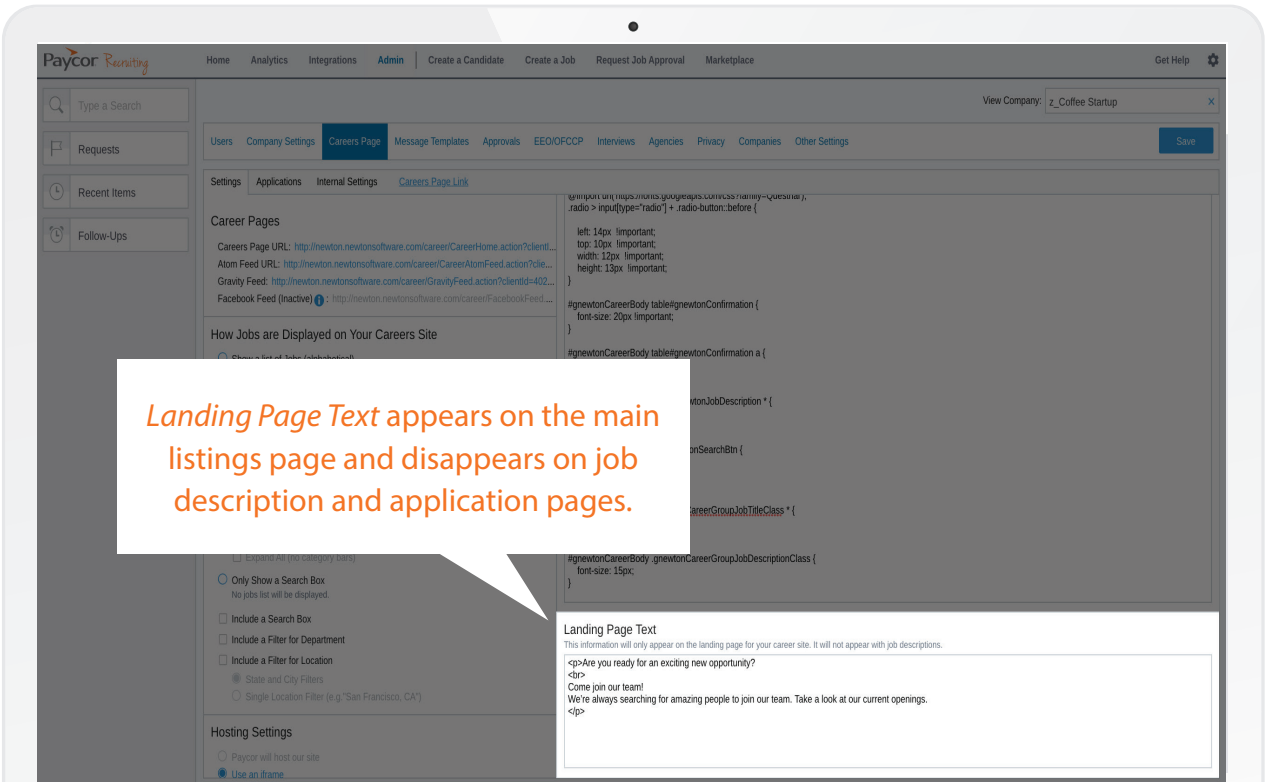
CSS Style can be applied to the
iframe content.

This is an *optional* step.

The Paycor Recruiting team can do this for
you. We will add CSS to match the rest of the
company website as closely as possible.



STEP 10

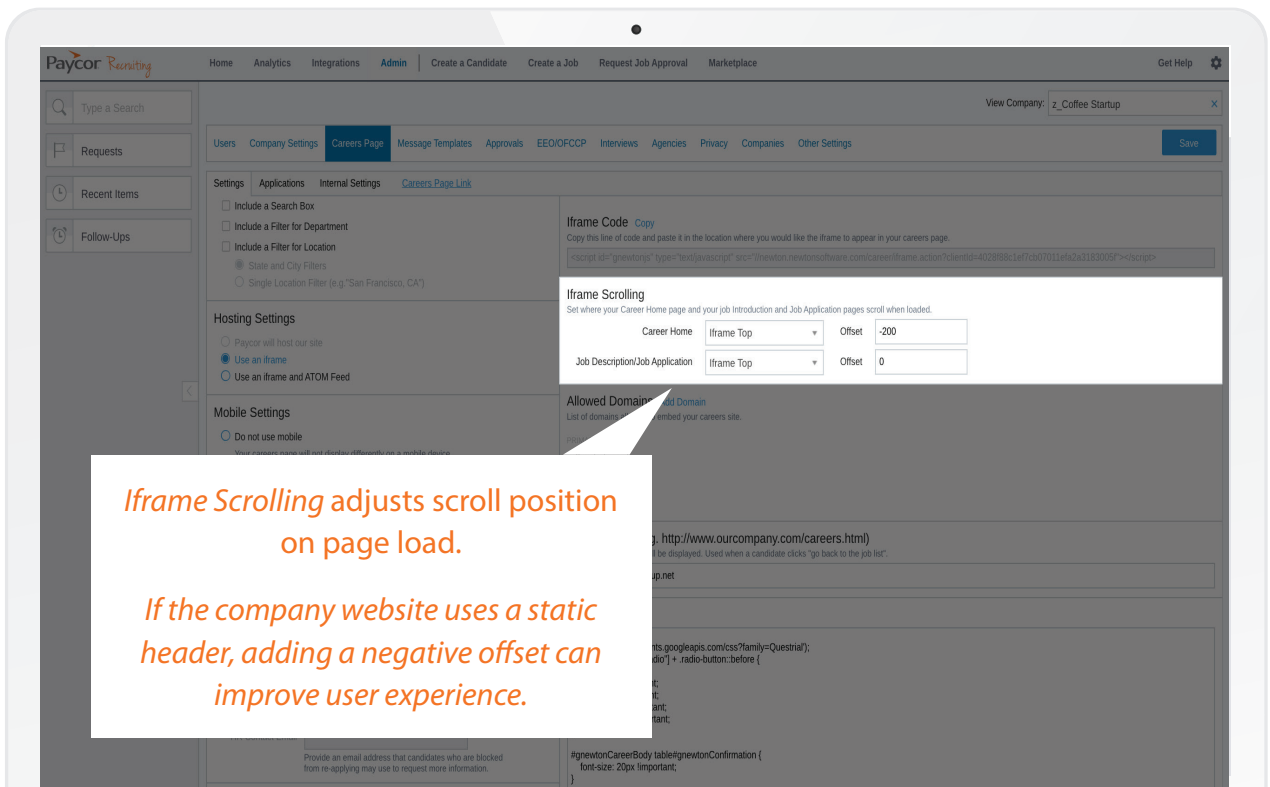


Landing Page Text appears on the main listings page and disappears on job description and application pages.

Landing Page Text
 This information will only appear on the landing page for your career site. It will not appear with job descriptions.
 <p>Are you ready for an exciting new opportunity?

 Come join our team!
 We're always searching for amazing people to join our team. Take a look at our current openings.
 </p>

STEP 11



STEP 12

The screenshot shows the Paycor Admin interface for the 'z_Coffee Startup' company. The 'Careers Page' settings are visible, including options for search filters, iframe code, scrolling, allowed domains, career page URL, and CSS style. A callout box points to the 'Allowed Domains' section.

Allowed Domains authorize other web domains to load the iframe code.

Allowed Domains Add Domain
List of domains allowed to embed your careers site.

PRIMARY
coffeestartup.net

Career Page: (e.g. http://www.ourcompany.com/careers.html)
Where your list of jobs will be displayed. Used when a candidate clicks "go back to the job list".
http://www.coffeestartup.net

CSS Style

```
<style>
@import url('https://fonts.googleapis.com/css?family=Questrial');
.radio > input[type="radio"] + radio-button:before {
left: 14px !important;
top: 10px !important;
width: 12px !important;
height: 13px !important;
}
#newtonCareerBody table#newtonConfirmation {
font-size: 20px !important;
}
```

Get Support

If you need more support, please email us with questions.

RecruitingSupport@Paycor.com

