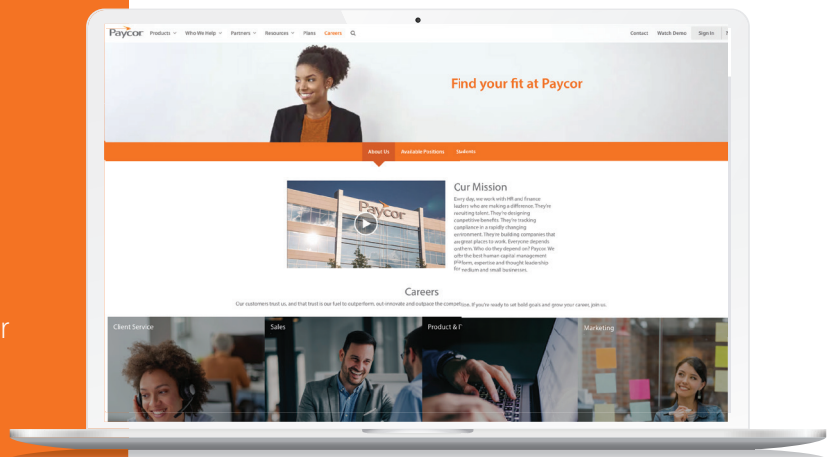


ATOM Feed + iframe **SETUP**

How to use an ATOM feed and iframe for your organization's careers page

The Paycor ATOM Feed allows for a fully customized careers page, while the iframe allows applicants to submit directly to the Paycor system.

When set up correctly, the Human Resources team can add, edit and remove jobs from the Paycor system. Updates should appear according to a coded update schedule 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.

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 frequently (i.e. intervals shorter than 5 minutes). This will minimize the delay for any time-sensitive changes made by the HR team.



GETTING STARTED

1. Get a Feed Parsing Tool

Paycor provides job data in XML format. You will need a tool/library to convert this data and make it suitable for coding. We recommend [SimplePie](#), but almost any parser will work

2. Create the Job List Landing Page

This page will contain the company's main list of jobs as customized by your code. If an applicant clicks on "go back to the job list", they will land on this page.

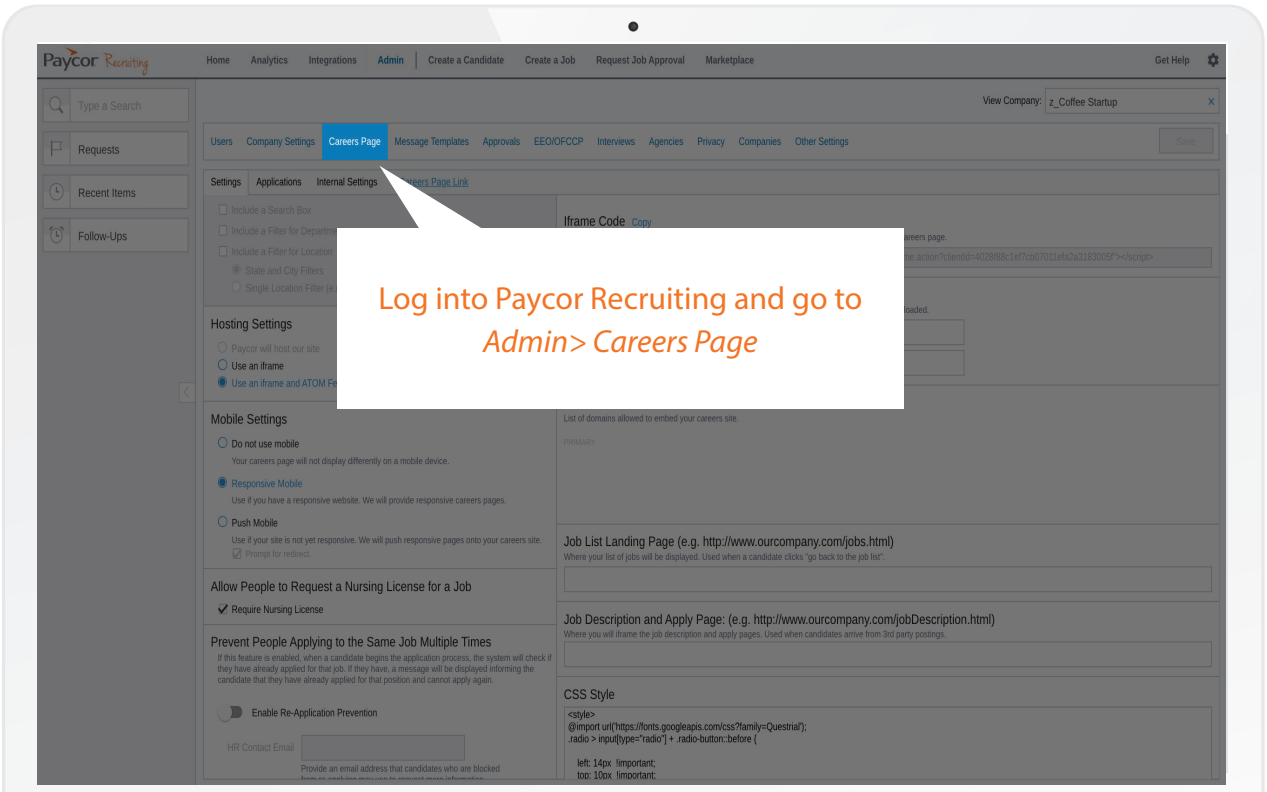
Example: <https://www.javastartup.com/careers>

3. Create the Job Description and Apply Page

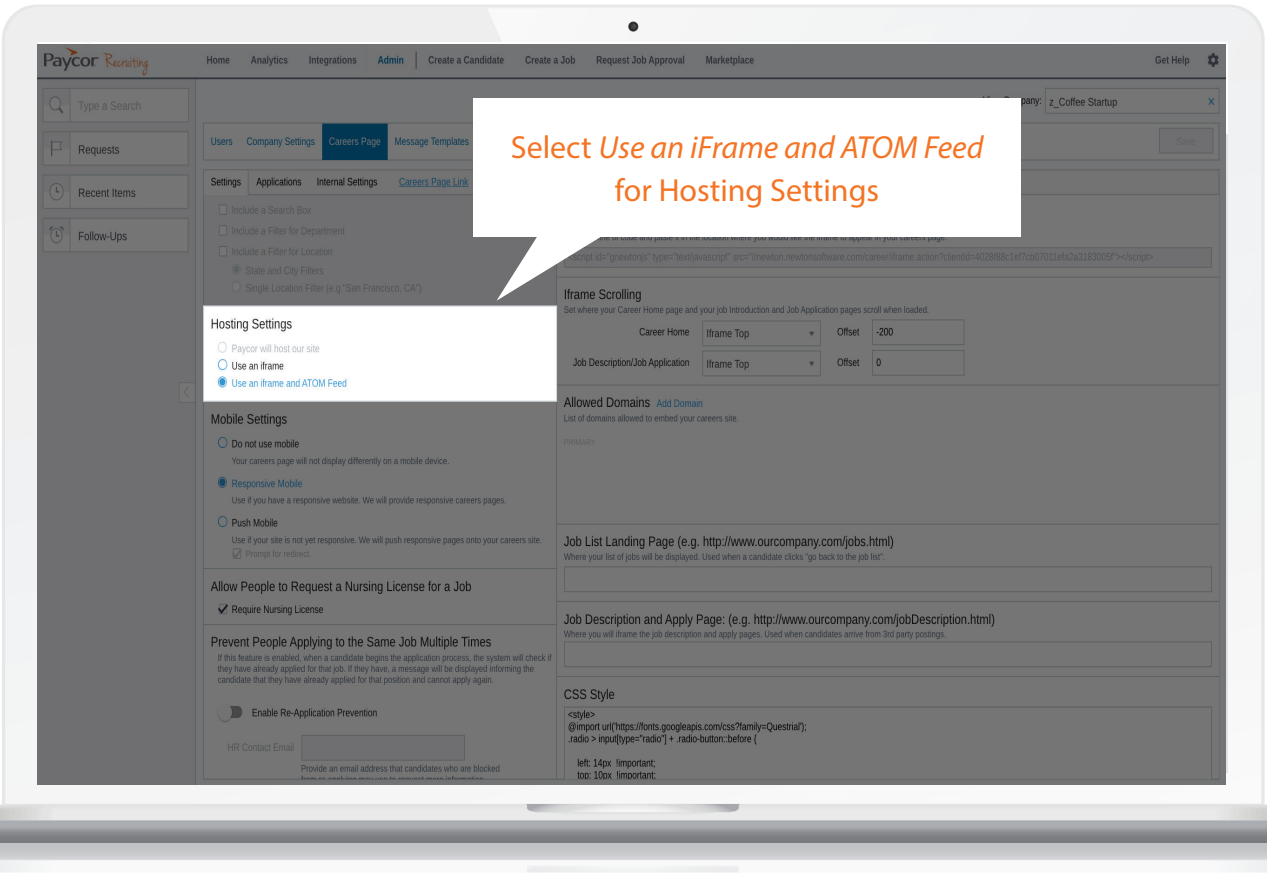
This page will contain the job description and application. Place the iframe code here.

Example: <https://www.javastartup.com/careers/description>

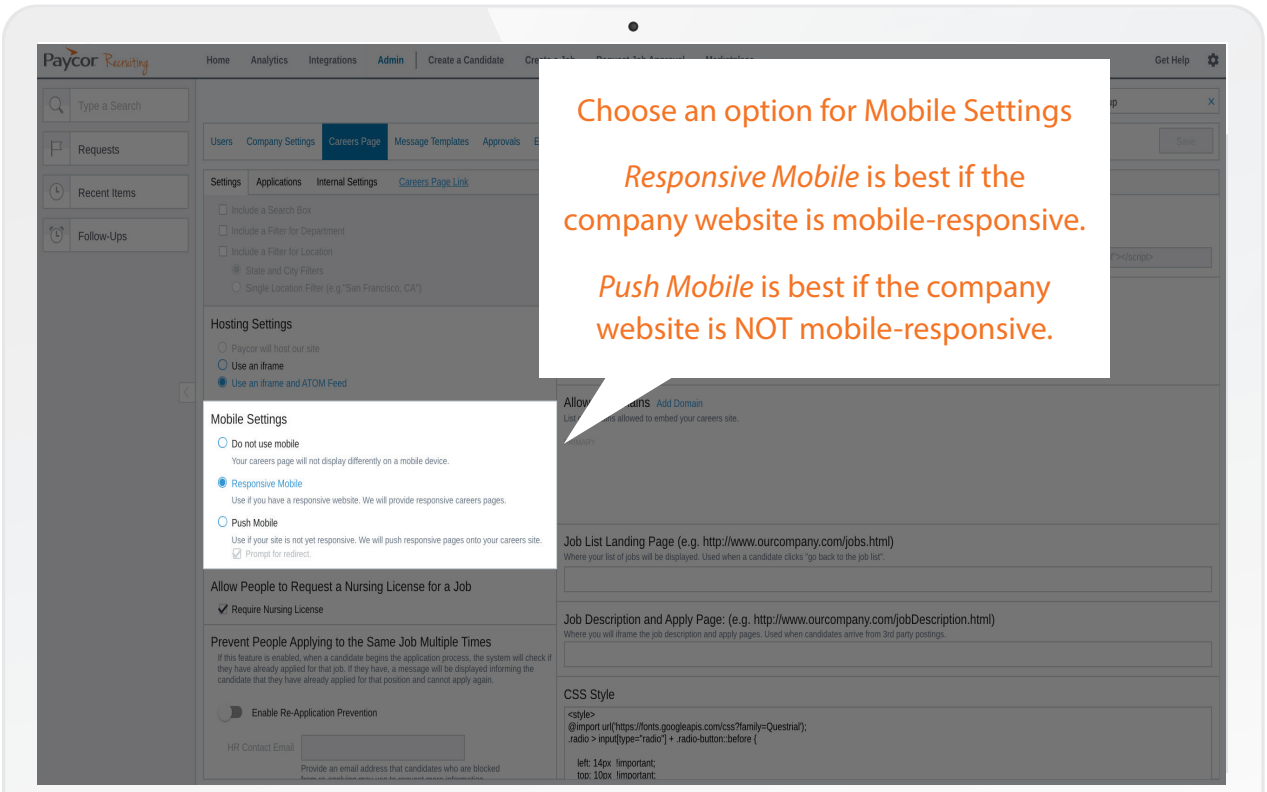
STEP 1



STEP 2



STEP 3



Choose an option for Mobile Settings

Responsive Mobile is best if the company website is mobile-responsive.

Push Mobile is best if the company website is NOT mobile-responsive.

Mobile Settings

Do not use mobile
Your careers page will not display differently on a mobile device.

Responsive Mobile
Use if you have a responsive website. We will provide responsive careers pages.

Push Mobile
Use if your site is not yet responsive. We will push responsive pages onto your careers site.
 Prompt for redirect.

Allow People to Request a Nursing License for a Job

Require Nursing License

Prevent People Applying to the Same Job Multiple Times

If this feature is enabled, when a candidate begins the application process, the system will check if they have already applied for that job. If they have, a message will be displayed informing the candidate that they have already applied for that position and cannot apply again.

Enable Re-Application Prevention

HR Contact Email

Provide an email address that candidates who are blocked

Allow Domains to Embed Careers Site

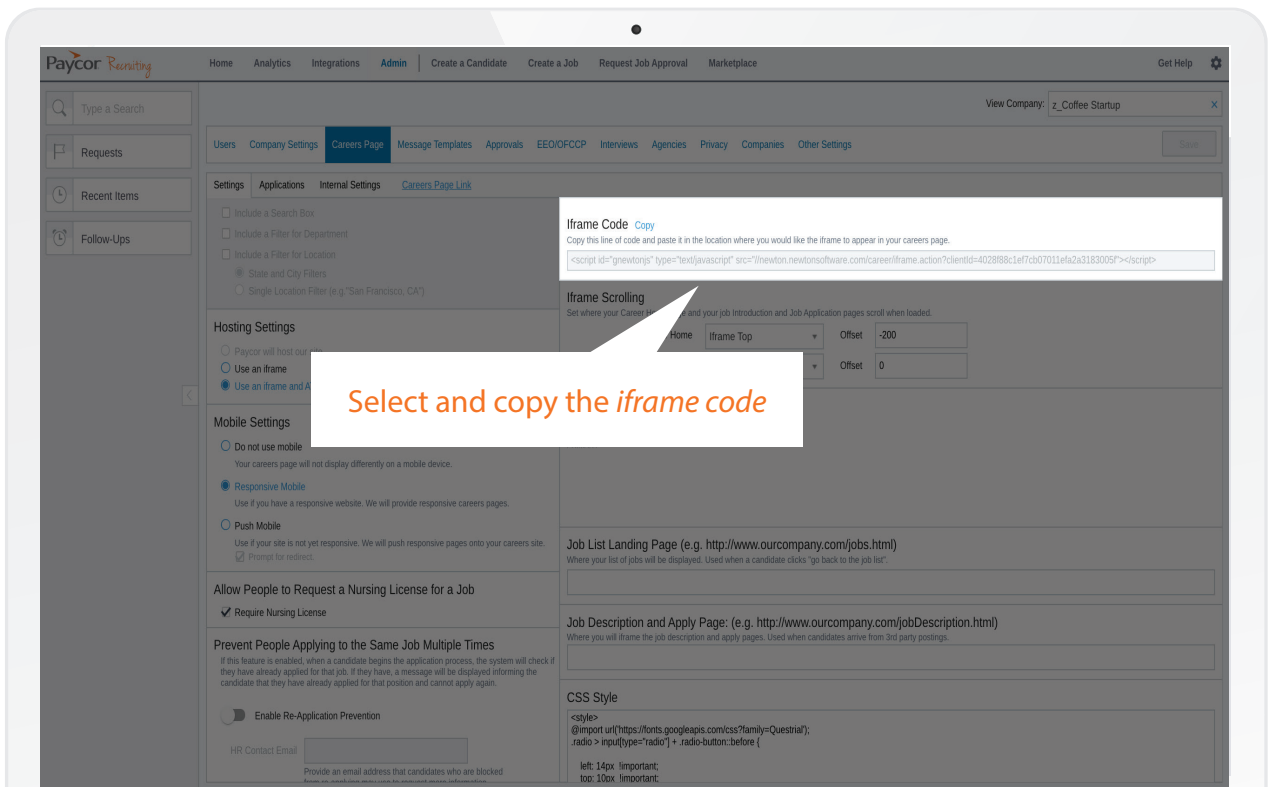
List domains allowed to embed your careers site.

Job List Landing Page (e.g. <http://www.ourcompany.com/jobs.html>)
Where your list of jobs will be displayed. Used when a candidate clicks "go back to the job list".

Job Description and Apply Page (e.g. <http://www.ourcompany.com/jobDescription.html>)
Where you will frame the job description and apply pages. Used when candidates arrive from 3rd party postings.

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;
}
```

STEP 4

The screenshot shows the Paycor Admin interface for the 'Careers Page' settings. The 'Iframe Code' field is highlighted with a callout box containing the following code:

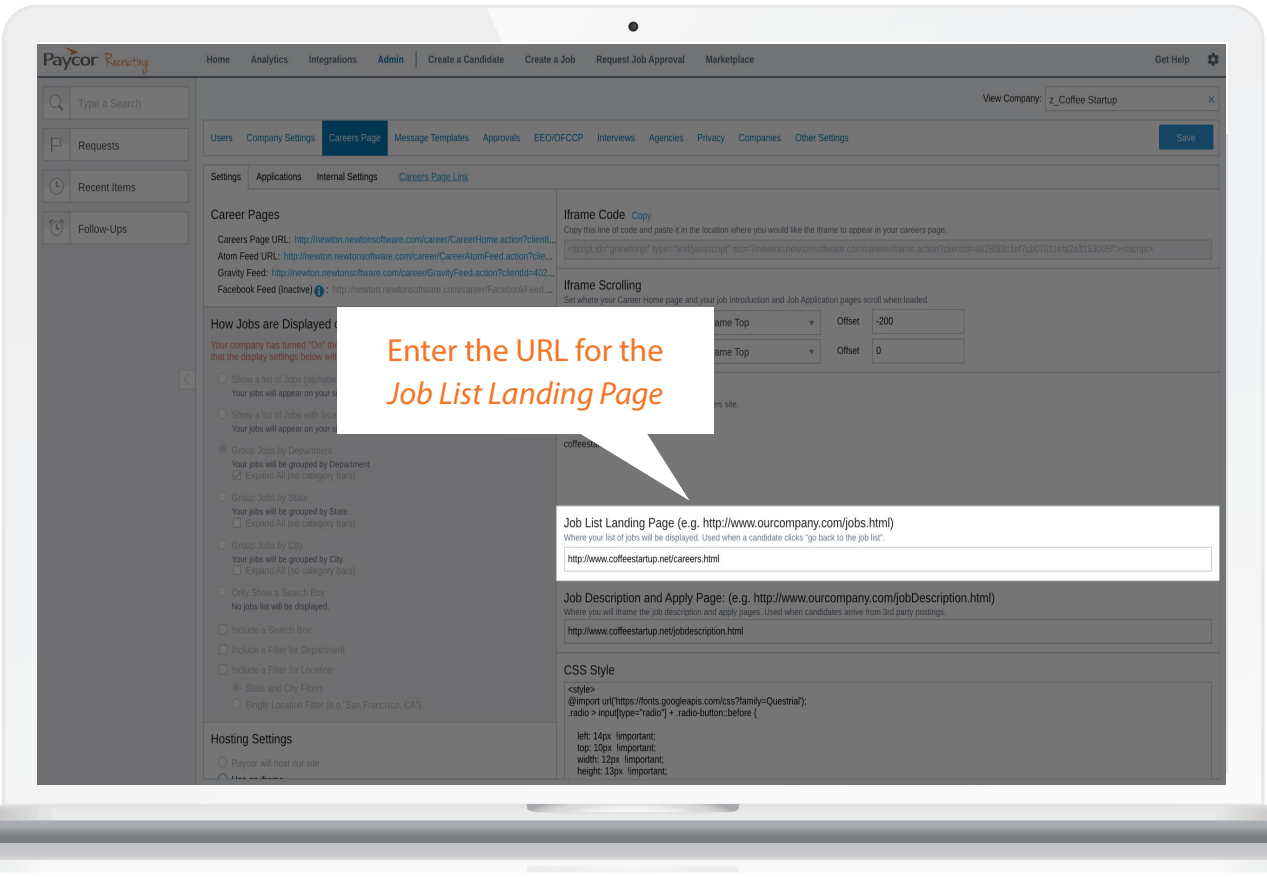
```
<script id="newtonjs" type="text/javascript" src="https://newton.newtonsoftware.com/careeriframe.action?clientId=4028188c1e77cb07011efa2a3183005f"></script>
```

A white callout bubble with orange text says "Select and copy the *iframe* code".

STEP 5



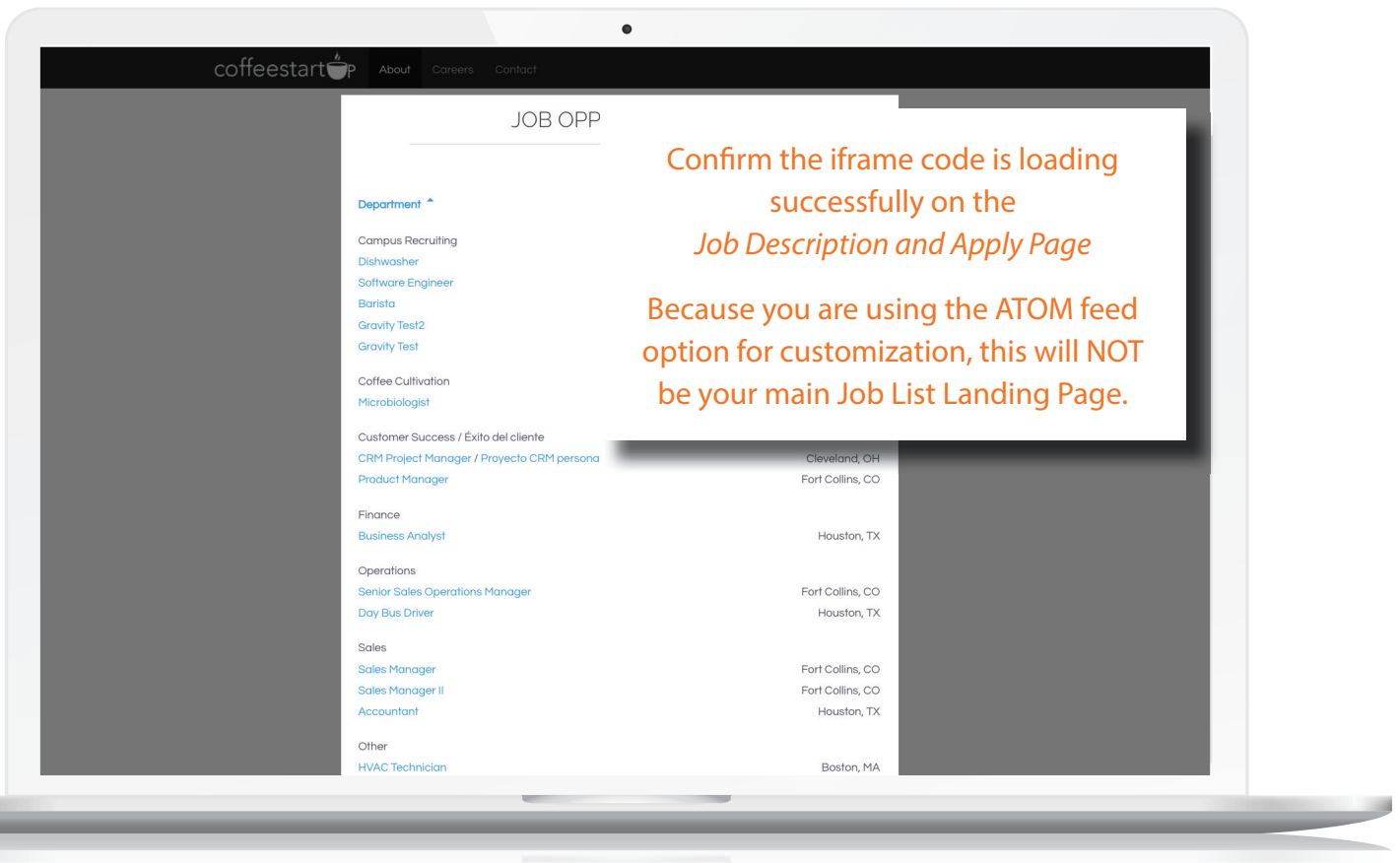
STEP 6



STEP 7

The screenshot shows the Paycor Admin interface for the 'Careers Page' settings. The interface includes a navigation menu with options like Home, Analytics, Integrations, Admin, Create a Candidate, Create a Job, Request Job Approval, and Marketplace. The 'Careers Page' settings are divided into several sections: Career Pages, How Jobs are Displayed on Your Careers Site, Job List, Job Description and Apply Page, and CSS Style. A callout box points to the 'Job Description and Apply Page' field, which contains the URL 'http://www.coffeestartup.net/jobdescription.html'. The callout text reads: 'Enter the URL for the Job Description and Apply Page'.

STEP 8

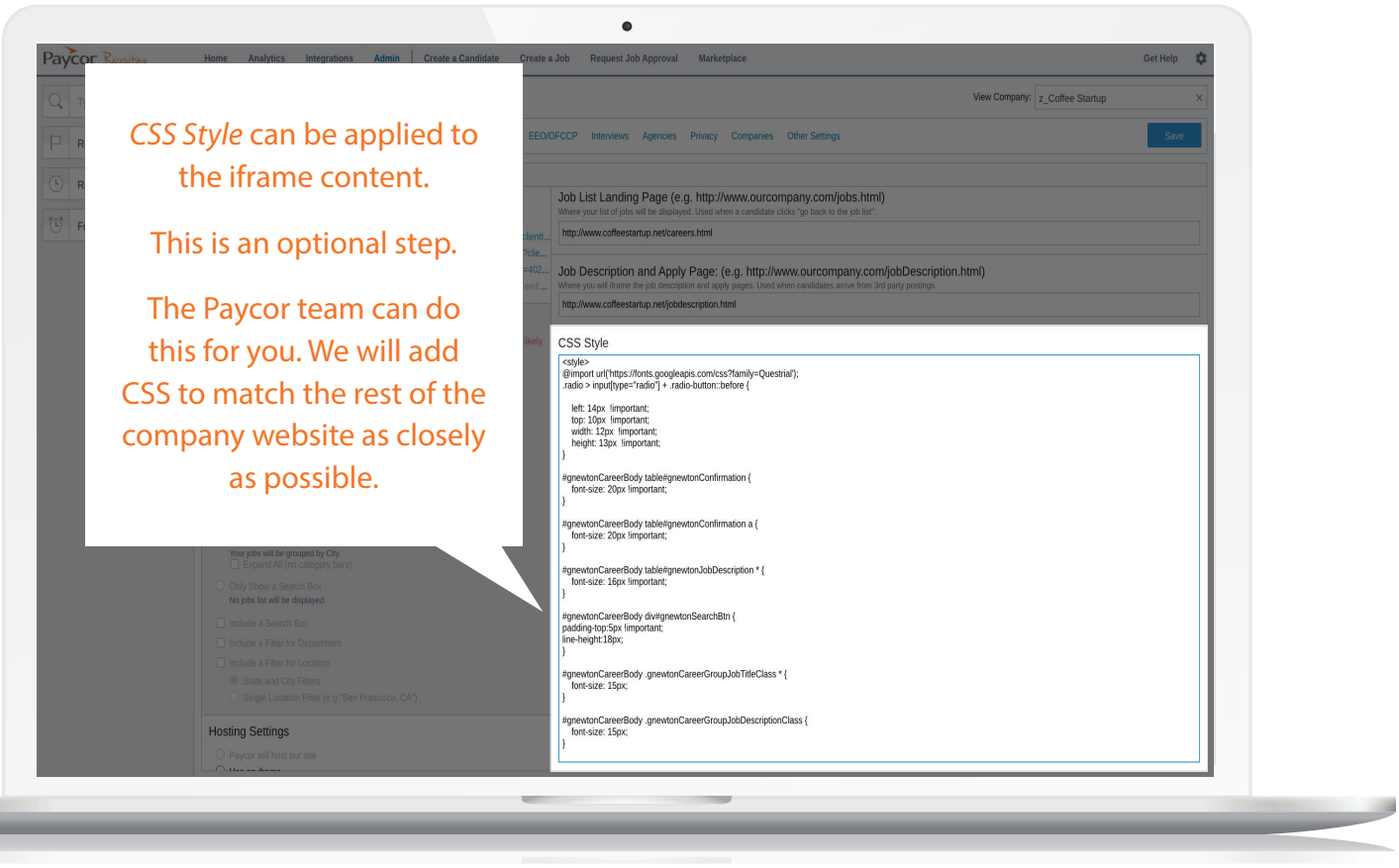


STEP 9

CSS Style can be applied to the iframe content.

This is an optional step.

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

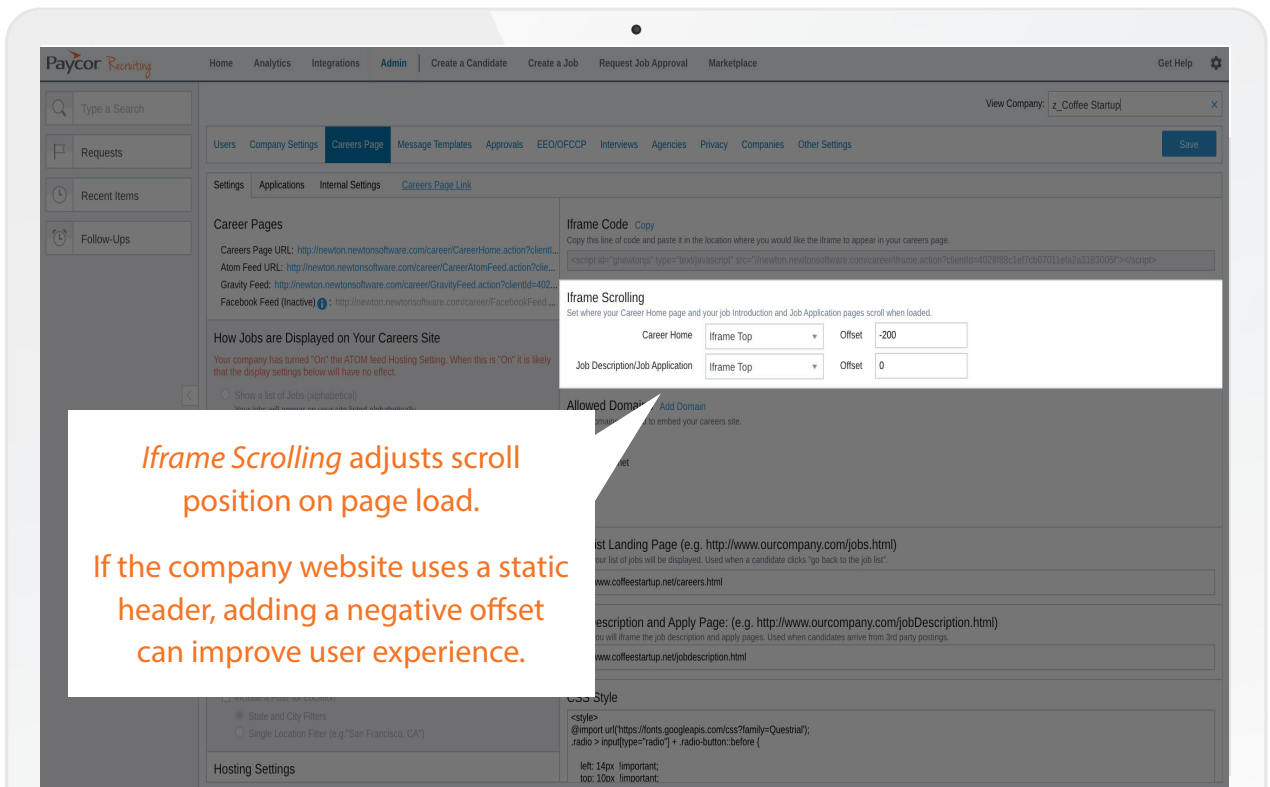


```

CSS Style
<style>
@import url('https://fonts.googleapis.com/css?family=Questrial');
radio > input[type="radio"] + radio-button:before {
left: 14px;
top: 10px;
width: 12px;
height: 13px;
}
#newtonCareerBody table#newtonConfirmation {
font-size: 20px;
}
#newtonCareerBody table#newtonConfirmation a {
font-size: 20px;
}
#newtonCareerBody table#newtonJobDescription * {
font-size: 16px;
}
#newtonCareerBody div#newtonSearchBn {
padding-top: 5px;
line-height: 1.8px;
}
#newtonCareerBody .newtonCareerGroupJobTitleClass * {
font-size: 15px;
}
#newtonCareerBody .newtonCareerGroupJobDescriptionClass {
font-size: 15px;
}

```

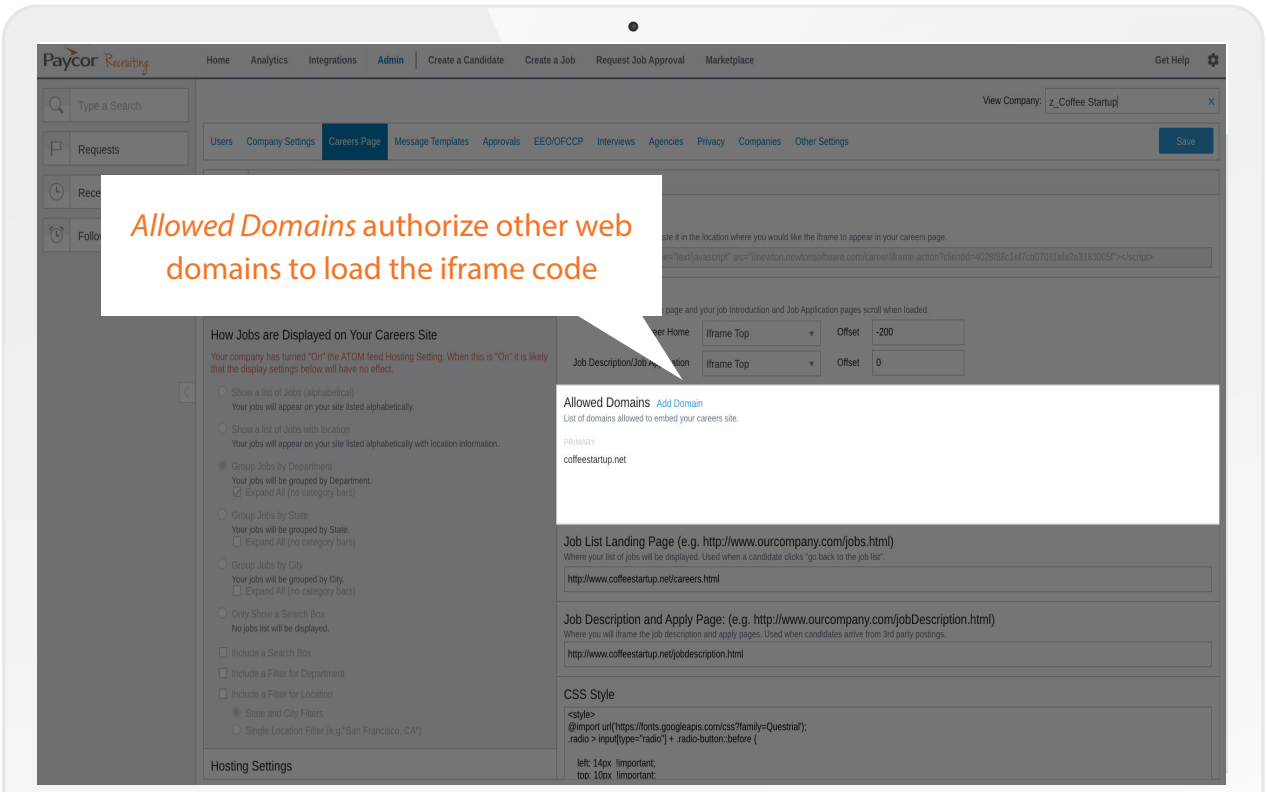
STEP 10



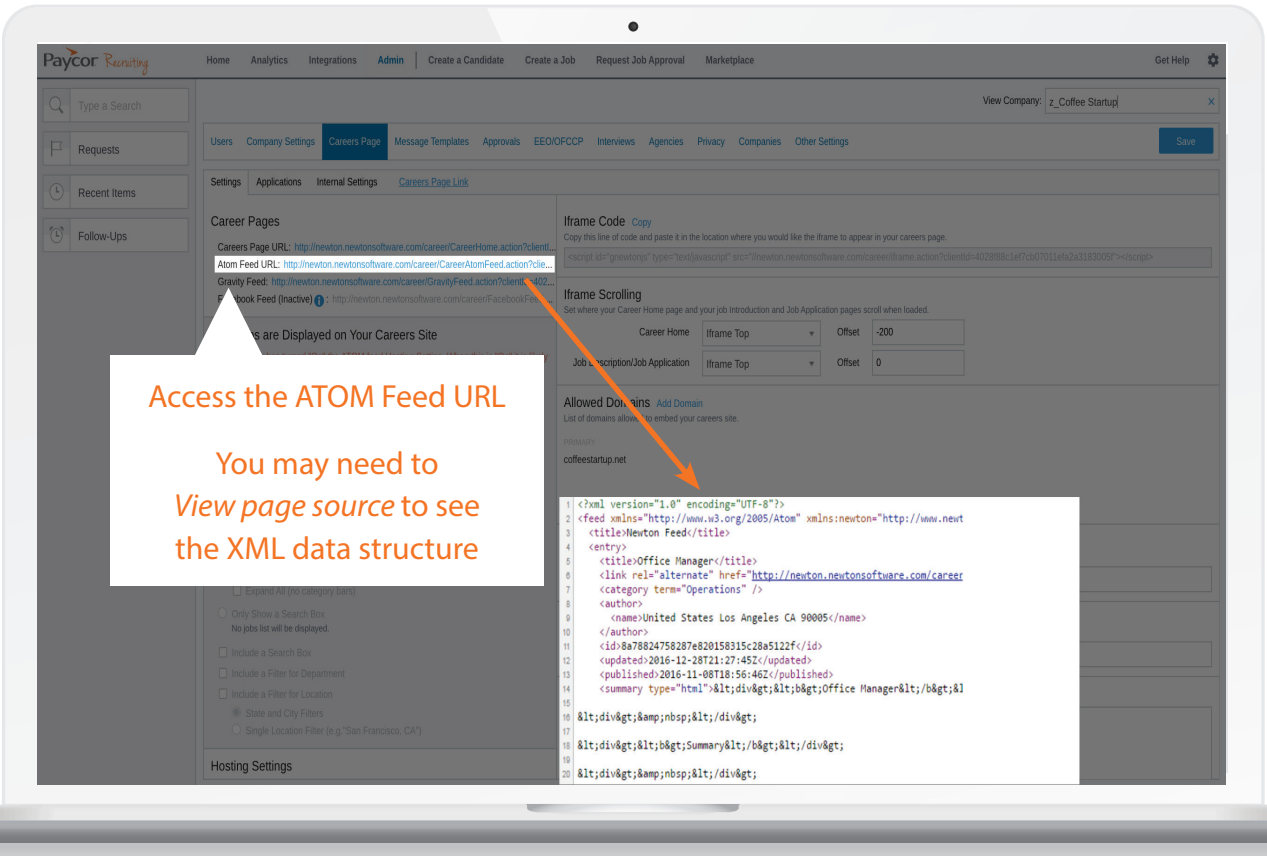
Iframe Scrolling adjusts scroll position on page load.

If the company website uses a static header, adding a negative offset can improve user experience.

STEP 11



STEP 12



Access the ATOM Feed URL

You may need to View page source to see the XML data structure

```
1 <?xml version="1.0" encoding="UTF-8"?>
2 <feed xmlns="http://www.w3.org/2005/Atom" xmlns:newton="http://www.newt
3 <title>Newton Feed</title>
4 <entry>
5 <title>Office Manager</title>
6 <link rel="alternate" href="http://newton.newtonsoftware.com/career
7 <category term="Operations" />
8 <author>
9 <name>United States Los Angeles CA 90005</name>
10 </author>
11 <id>8a78824758287e820158315c28a5122f</id>
12 <updated>2016-12-28T21:27:45Z</updated>
13 <published>2016-11-08T18:56:46Z</published>
14 <summary type="html">&lt;div&gt;&lt;b&gt;Office Manager&lt;/b&gt;&lt;div&gt;
15 &lt;/div&gt;&lt;div&gt;&lt;b&gt;&lt;/div&gt;
16 &lt;/div&gt;&lt;div&gt;&lt;b&gt;Summary&lt;/b&gt;&lt;/div&gt;
17 &lt;/div&gt;&lt;div&gt;&lt;b&gt;&lt;/div&gt;
```

STEP 13

Use the Feed Parsing Tool as you develop the custom careers page

Atom Feed Tag	Description/ Usage
title	Job title
link	Link to job description page
category	Department (used by feed readers)
author	Job location (used by feed readers)
id	Newton job id
updated	Date last updated
published	Date published
summary	Job description in html format
newton:jobid	Company job ID
newton:openings	Number of openings
newton:department	Job Department
newton:location	Job Location (city)
newton:priority	Job priority
newton:country	Job location (country)
newton:state	Job location (state)
newton:postal_code	Job location (ZIP/postal code)

Get Support

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

RecruitingSupport@Paycor.com

