

Teamtailor Integration



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1. Introduction to Alkemy

Alkemy is an advanced software solution designed to optimize recruitment processes by integrating assessments into hiring workflows. Our platform provides a range of psychometric tests and skill evaluations, enabling companies to make data-driven hiring decisions.

This integration facilitates seamless data transfer between Alkemy's assessment platform and Teamtailor. It automates the sharing of assessment results, candidate data, and other recruitment-related information, streamlining the hiring process.

How the Integration Works

- **From Teamtailor to Alkemy:** When a candidate applies through Teamtailor, their information is securely transferred to Alkemy. This data can be used to trigger assessments or retrieve past results.
- **From Alkemy to Teamtailor:** Assessment results and insights are sent back to Teamtailor, updating candidate profiles and informing hiring decisions.

2. How to Enable the Integration

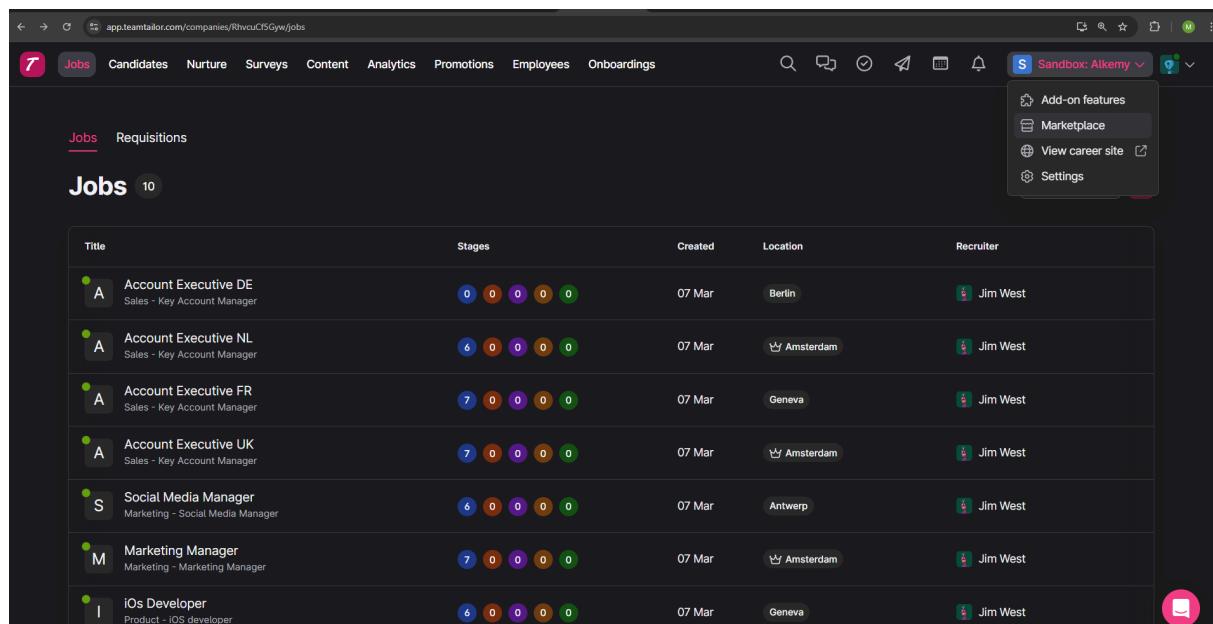
Requirements

- A **Company Admin** role in Teamtailor is required to enable this integration.
- A pair of keys: **Workspace API Key** and **Evaluation Public ID**, provided by Alkemy. **Note:** You must enable one integration per evaluation.

Steps to Enable the Integration:

Setting Up the Integration

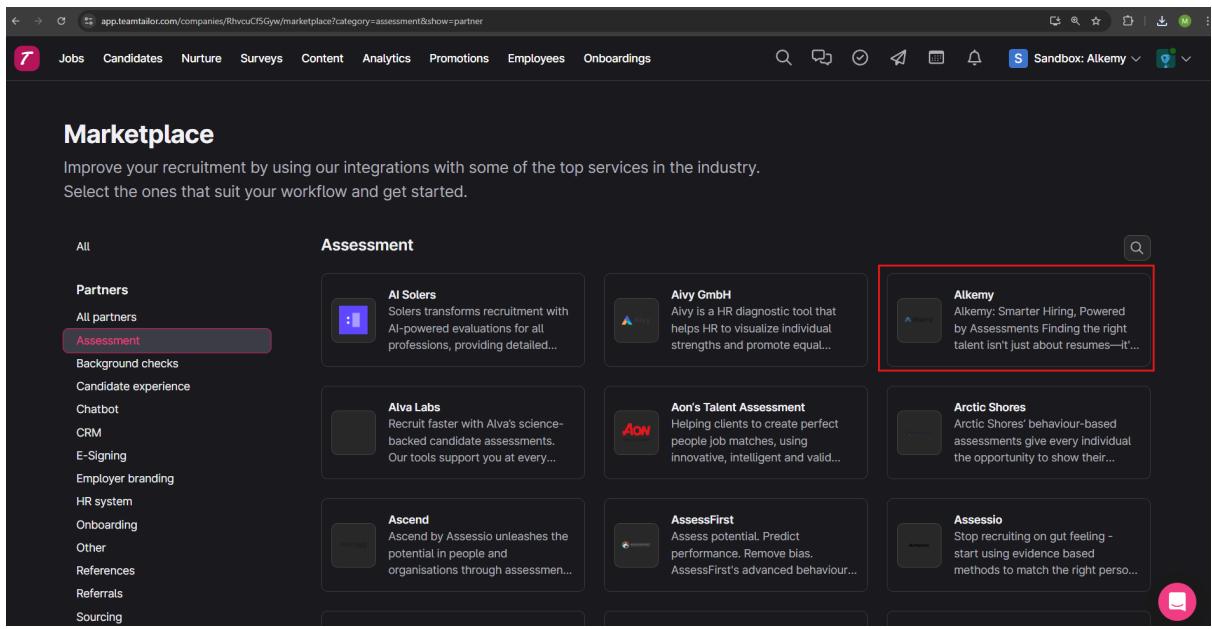
1. Go to **Marketplace** in your account options.



The screenshot shows the Teamtailor platform interface. At the top, there is a navigation bar with links for Candidates, Nurture, Surveys, Content, Analytics, Promotions, Employees, and Onboardings. On the right side of the top bar, there is a search icon, a message icon, a refresh icon, a document icon, a bell icon, and a profile icon. Below the top bar, there is a secondary navigation bar with links for Add-on features, Marketplace, View career site, and Settings. The main content area is titled 'Jobs' and shows a list of 10 job postings. Each job listing includes the title, stages (represented by colored circles), creation date, location, and recruiter. The jobs listed are: Account Executive DE, Account Executive NL, Account Executive FR, Account Executive UK, Social Media Manager, Marketing Manager, and iOS Developer. All jobs are listed under the 'Jobs' tab, with a 'Requisitions' tab also visible. The interface has a dark theme with light-colored text and icons.

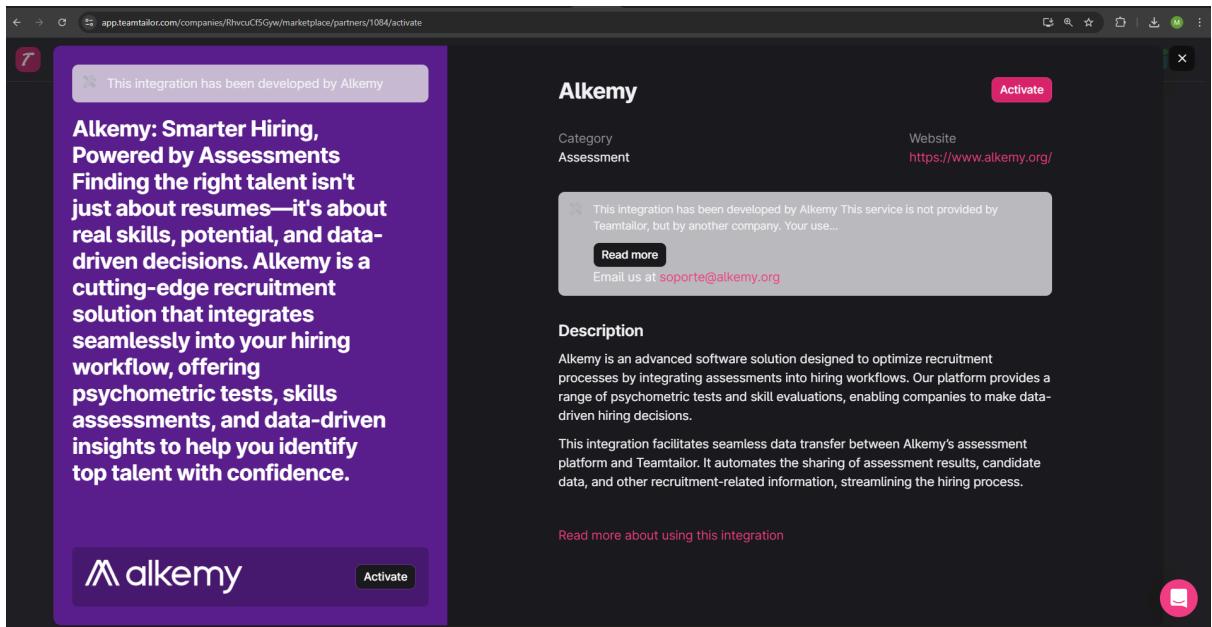
| Title | Stages | Created | Location | Recruiter |
|--|-----------|---------|-----------|-----------|
| Account Executive DE Sales - Key Account Manager | 0 0 0 0 0 | 07 Mar | Berlin | Jim West |
| Account Executive NL Sales - Key Account Manager | 6 0 0 0 0 | 07 Mar | Amsterdam | Jim West |
| Account Executive FR Sales - Key Account Manager | 7 0 0 0 0 | 07 Mar | Geneva | Jim West |
| Account Executive UK Sales - Key Account Manager | 7 0 0 0 0 | 07 Mar | Amsterdam | Jim West |
| Social Media Manager Marketing - Social Media Manager | 6 0 0 0 0 | 07 Mar | Antwerp | Jim West |
| Marketing Manager Marketing - Marketing Manager | 7 0 0 0 0 | 07 Mar | Amsterdam | Jim West |
| iOS Developer Product - iOS developer | 6 0 0 0 0 | 07 Mar | Geneva | Jim West |

2. Select **Assessment**, then choose **Alkemy**.



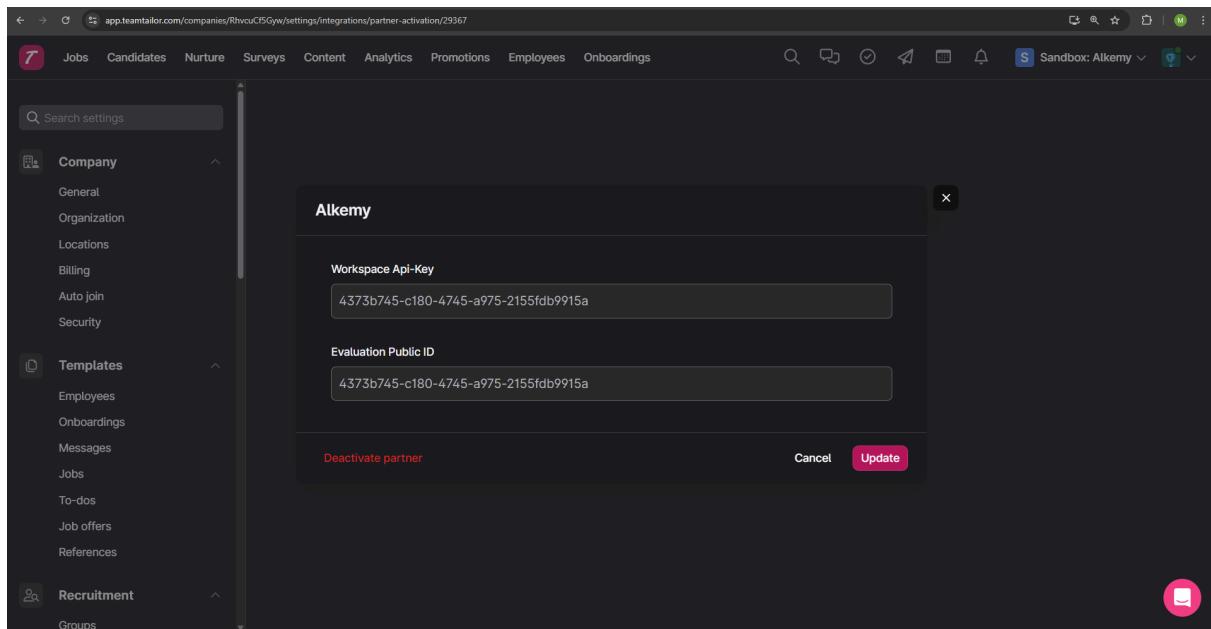
The screenshot shows the Teamtailor Marketplace interface. The top navigation bar includes links for Jobs, Candidates, Nurture, Surveys, Content, Analytics, Promotions, Employees, and Onboardings. A search bar and a 'Sandbox: Alkemy' dropdown are also present. The main section is titled 'Marketplace' with the sub-section 'Assessment' selected. On the left, a sidebar lists various integration categories: Partners, All partners, Assessment (which is selected and highlighted with a red box), Background checks, Candidate experience, Chatbot, CRM, E-Signing, Employer branding, HR system, Onboarding, Other, References, Referrals, and Sourcing. The main content area displays several cards for different assessment partners, including AI Solers, Alvy GmbH, Alkemy, Alva Labs, Aon's Talent Assessment, Ascend, AssessFirst, and Arctic Shores. The Alkemy card is specifically highlighted with a red box.

3. Select **Activate**.

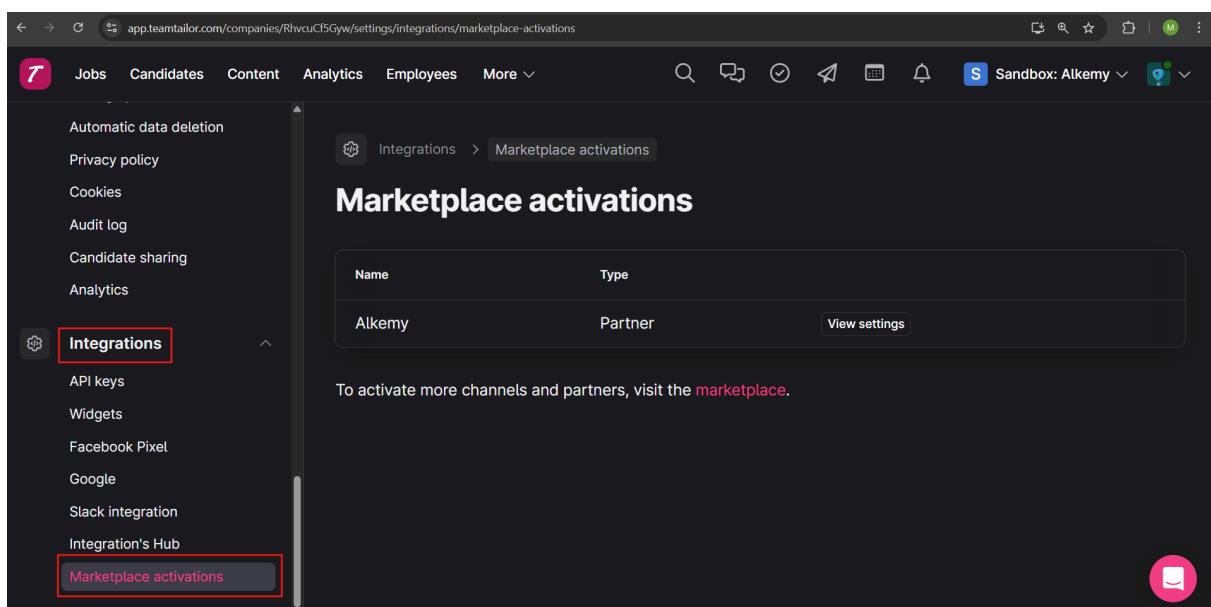


The screenshot shows the Alkemy integration detail page. The top navigation bar includes links for Jobs, Candidates, Nurture, Surveys, Content, Analytics, Promotions, Employees, and Onboardings. A search bar and a 'Sandbox: Alkemy' dropdown are also present. The main content area is titled 'Alkemy' and includes a 'Category' (Assessment) and a 'Website' link (https://www.alkemy.org/). A note states: 'This integration has been developed by Alkemy. This service is not provided by Teamtailor, but by another company. Your use...'. A 'Read more' button and an 'Email us at support@alkemy.org' link are also present. The 'Description' section explains that Alkemy is an advanced software solution designed to optimize recruitment processes by integrating assessments into hiring workflows. It automates the sharing of assessment results, candidate data, and other recruitment-related information, streamlining the hiring process. A 'Read more about using this integration' link is provided. The Alkemy logo is at the bottom left, and an 'Activate' button is at the bottom right.

4. Enter and save your **Workspace API Key** and **Evaluation Public ID**.

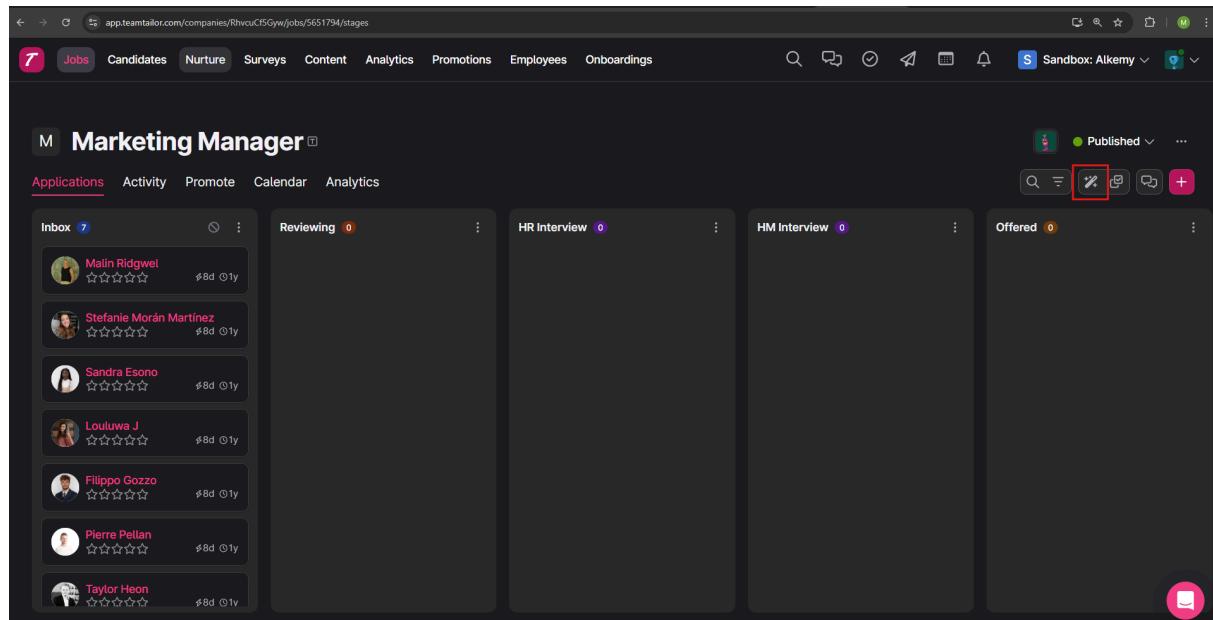


5. You should see it in **Integrations/Marketplace activations** section.



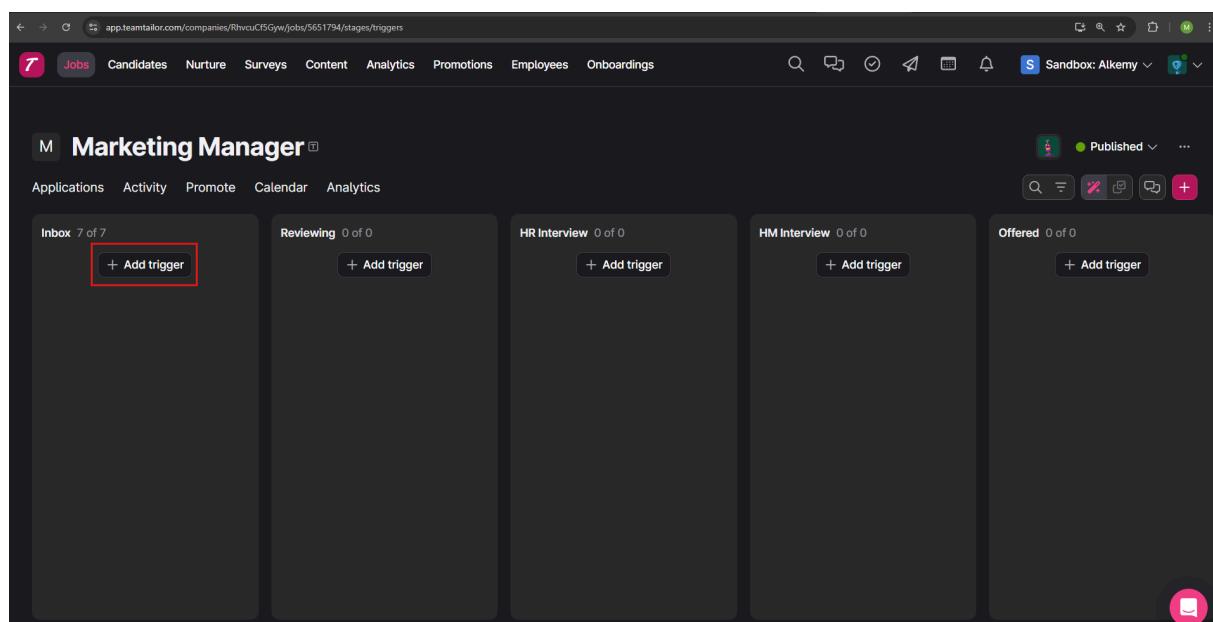
Enabling the Alkemy Trigger

6. Go to the **Job Board** and select the **Trigger** option.



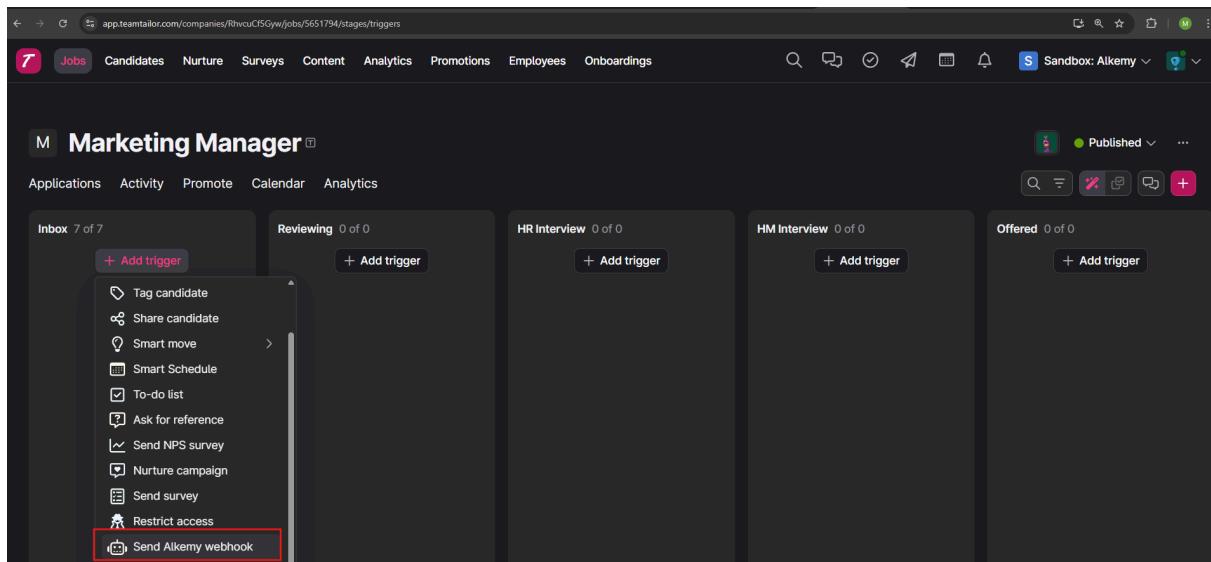
The screenshot shows the Team Tailor platform's Job Board. The top navigation bar includes 'Jobs', 'Candidates', 'Nurture', 'Surveys', 'Content', 'Analytics', 'Promotions', 'Employees', 'Onboardings', and a 'Sandbox: Alkemy' dropdown. The main area is titled 'Marketing Manager' and shows four stages: 'Inbox' (7 candidates), 'Reviewing' (0), 'HR Interview' (0), 'HM Interview' (0), and 'Offered' (0). The 'Inbox' stage is currently active, displaying candidate profiles with names like Malin Ridgwell, Stefanie Morán Martínez, Sandra Esono, Louluwa J, Filippo Gozzo, Pierre Pelan, and Taylor Heon, each with a star rating and a 'Review' button. The top right of the interface has a toolbar with a search icon, a filter icon (highlighted with a red box), a refresh icon, a calendar icon, a bell icon, and a plus sign icon.

7. Click **Add Trigger** in the desired stage

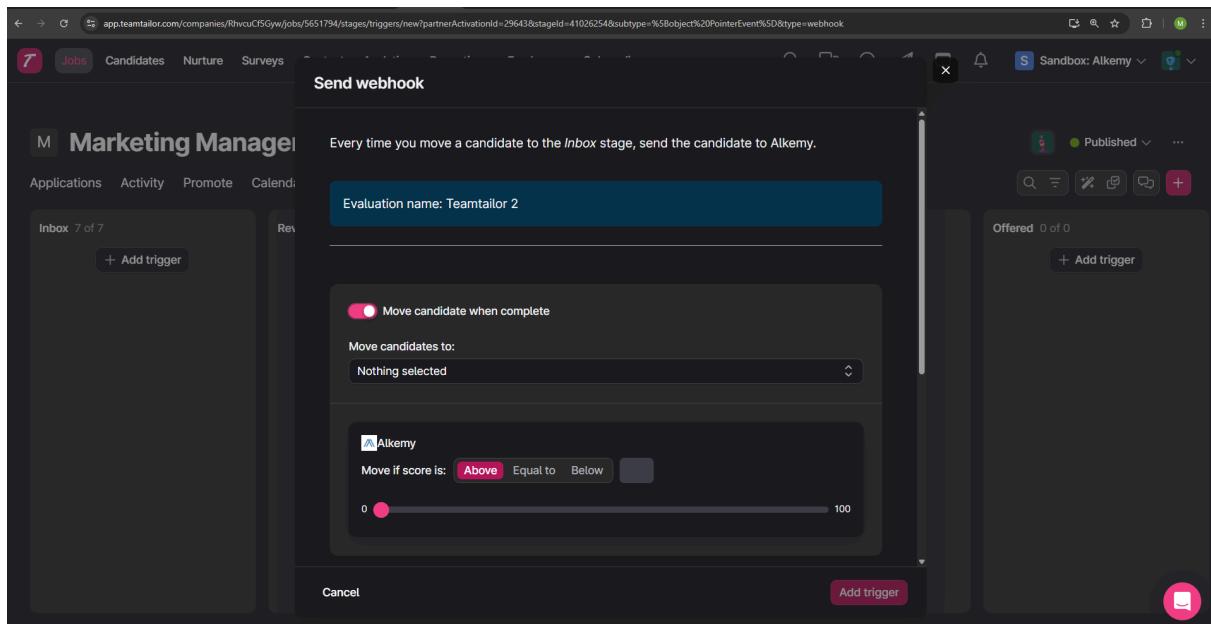


The screenshot shows the Team Tailor platform's Job Board. The top navigation bar includes 'Jobs', 'Candidates', 'Nurture', 'Surveys', 'Content', 'Analytics', 'Promotions', 'Employees', 'Onboardings', and a 'Sandbox: Alkemy' dropdown. The main area is titled 'Marketing Manager' and shows four stages: 'Inbox' (7 of 7), 'Reviewing' (0 of 0), 'HR Interview' (0 of 0), 'HM Interview' (0 of 0), and 'Offered' (0 of 0). Each stage has a '+ Add trigger' button, which is highlighted with a red box in the 'Inbox' stage. The interface is identical to the previous screenshot but with the 'Add trigger' button specifically highlighted.

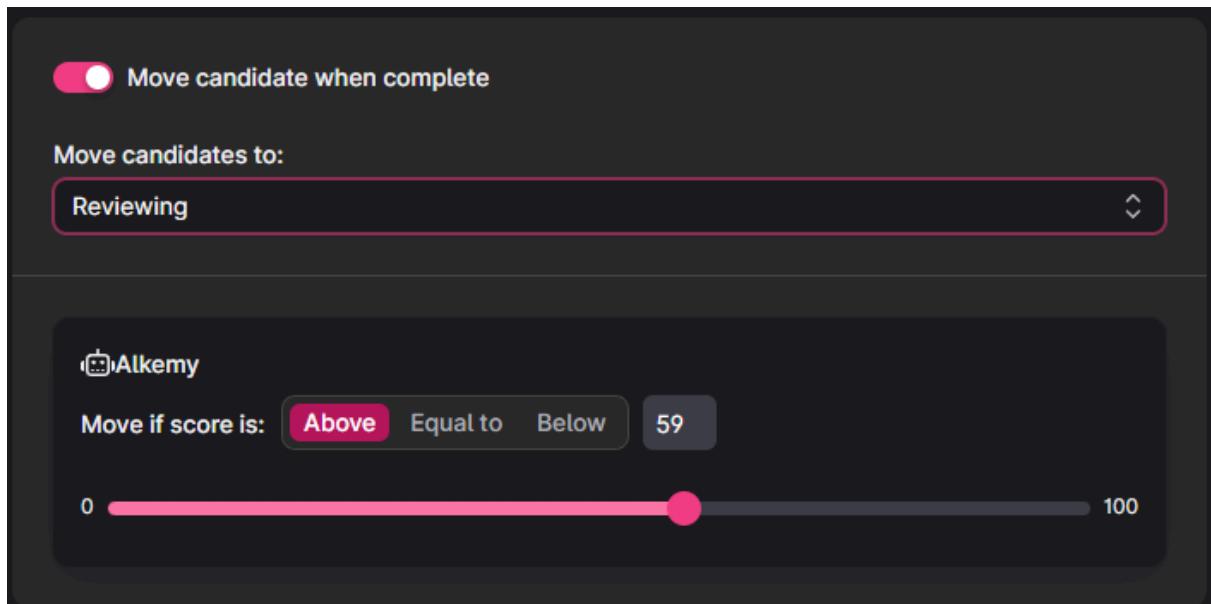
8. Select **Send Alkemy Webhook** corresponding to the relevant evaluation.



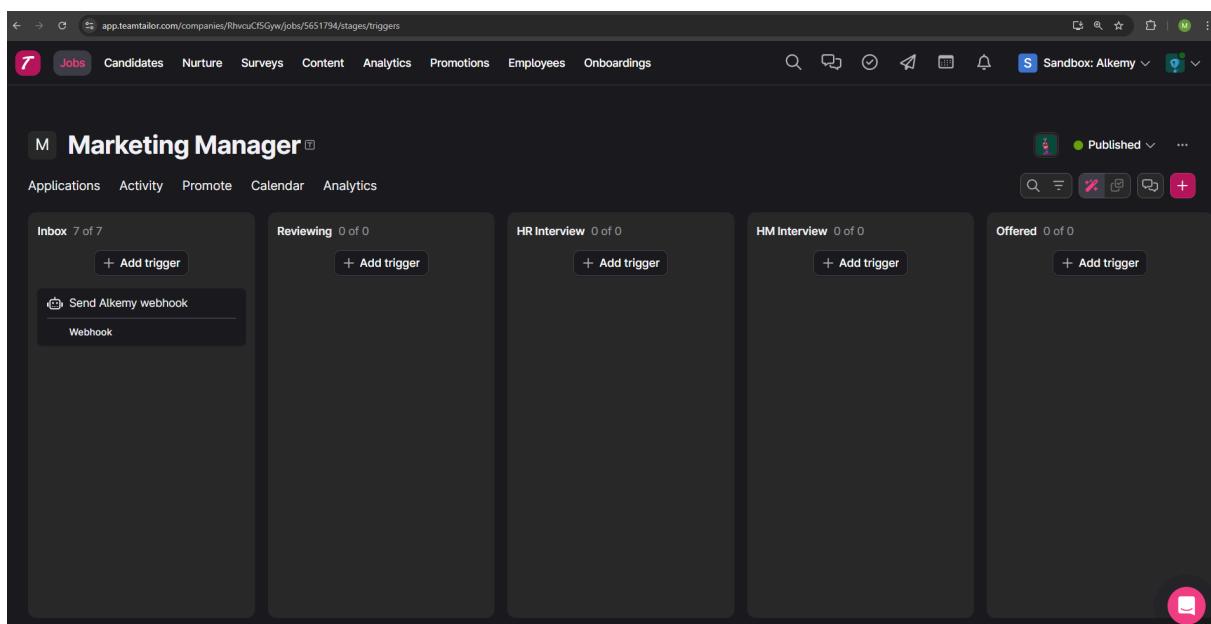
9. A pop-up will appear with integration details. Verify that the **Evaluation name** matches your desired evaluation.



10. Configure the action upon receiving results, e.g., moving candidates to another stage if their score is above 60.

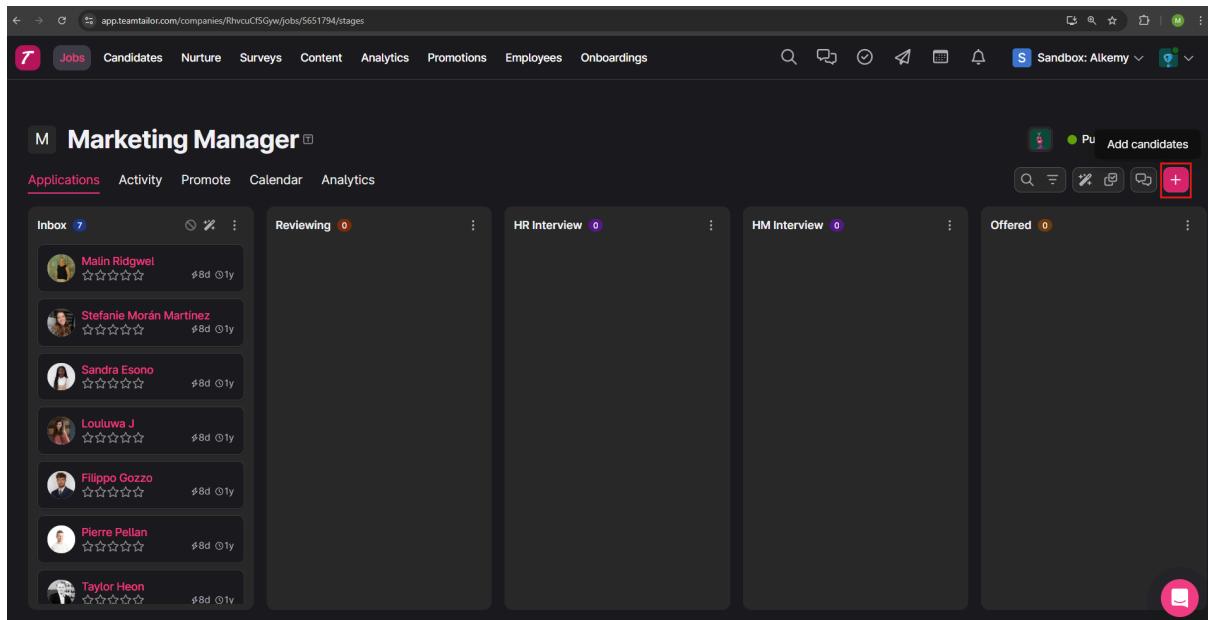


11. Click **Add Trigger** and confirm that the **Send Alkemy Webhook** trigger appears in the stage.



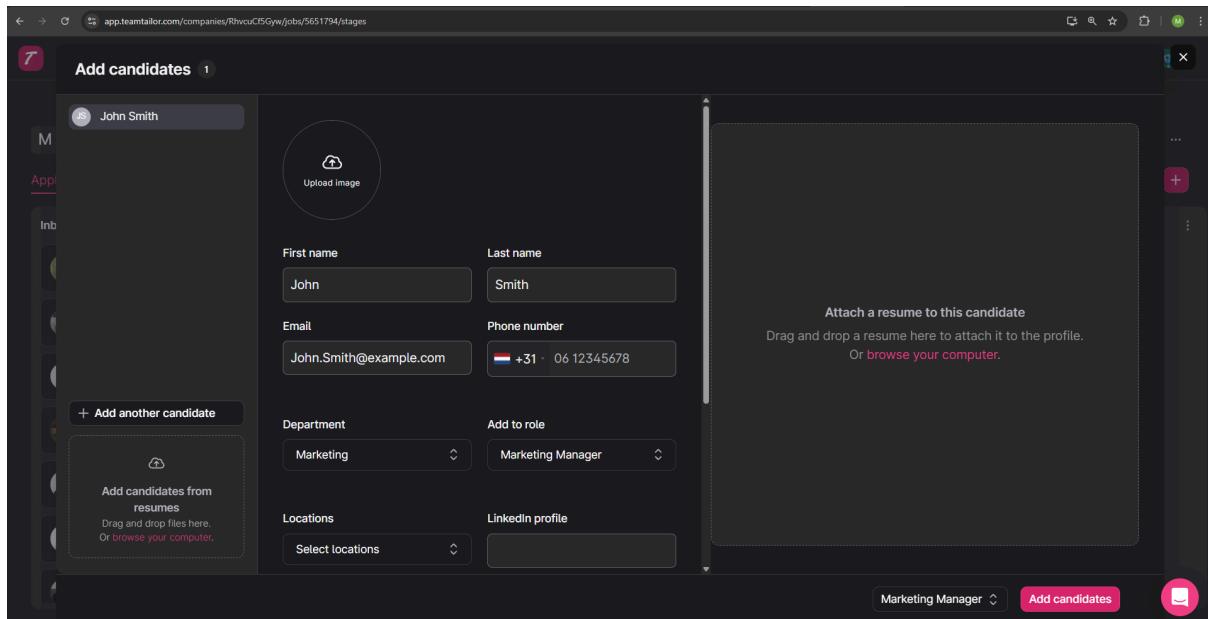
Inviting Candidates to Take the Assessment

12. Click the **Add Candidate** button.



The screenshot shows the Teamtailor interface for a 'Marketing Manager' job. The left sidebar has 'Jobs' selected. The main area shows the 'Marketing Manager' job details. On the left, there's an 'Inbox' section with a list of candidates: Malin Ridgwell, Stefanie Morán Martínez, Sandra Esono, Louluwa J, Filippo Gozzo, Pierre Pellan, and Taylor Heon. Each candidate has a profile picture, name, star rating, and a timestamp (8d 01y). To the right of the inbox are four stages: 'Reviewing' (0), 'HR Interview' (0), 'HM Interview' (0), and 'Offered' (0). The top right has a 'Add candidates' button, which is highlighted with a red box.

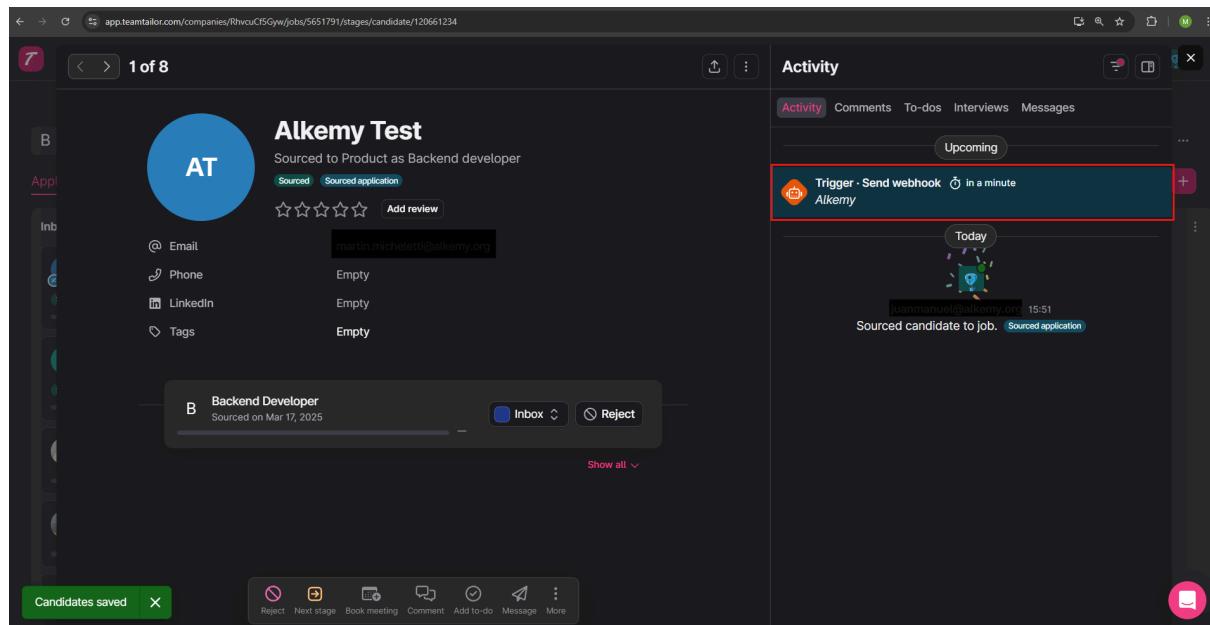
13. Enter the candidate's **first name, last name, and email** (required fields for Alkemy). Other details remain in Teamtailor.



The screenshot shows the 'Add candidates' modal for the 'Marketing Manager' job. The modal has a dark background. On the left, there's a list of candidates with a 'John Smith' entry highlighted. Below it is a section to 'Add another candidate' with a 'Add candidates from resumes' button. The main form on the right has fields for 'First name' (John), 'Last name' (Smith), 'Email' (John.Smith@example.com), 'Phone number' (+31 06 12345678), 'Department' (Marketing), 'Add to role' (Marketing Manager), 'Locations' (Select locations), and 'LinkedIn profile' (empty). A large text area on the right says 'Attach a resume to this candidate' with instructions to drag and drop or browse files. At the bottom right are 'Marketing Manager' and 'Add candidates' buttons.

14. Click **Add Candidates** to save.

Once a candidate is added, the activity section will display a notification that the webhook will trigger at the configured time. After the trigger is dispatched, the candidate will receive an email invitation to take the assessment in Alkemy.

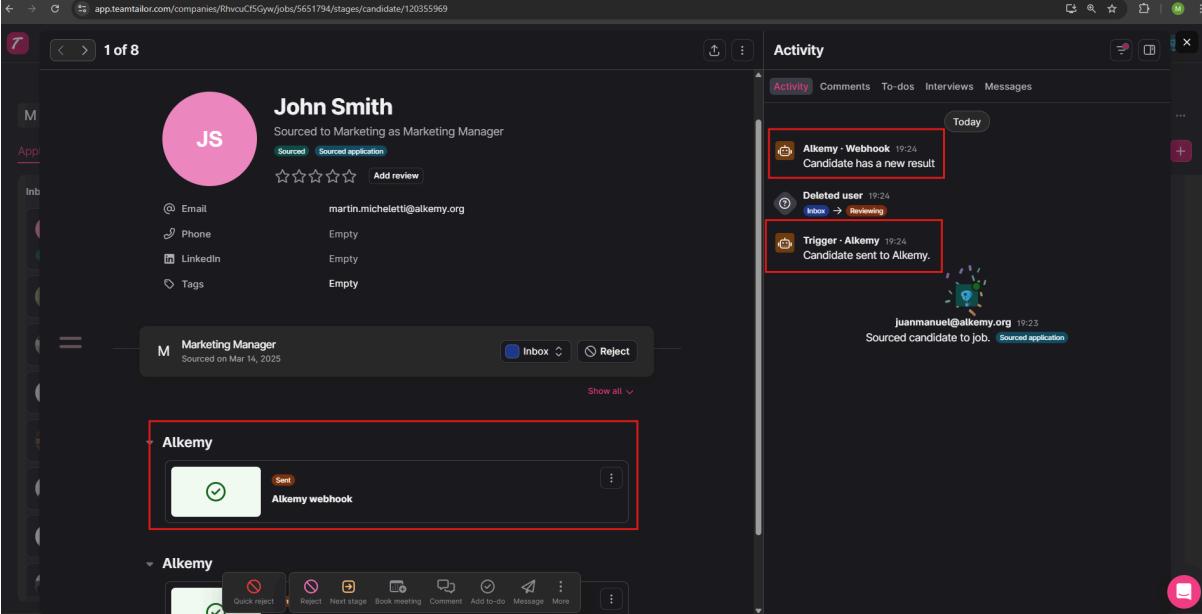


The screenshot shows a candidate profile for 'AT' (Backend Developer). The profile includes basic information like email and LinkedIn, and a job history section. The 'Activity' sidebar on the right shows an 'Upcoming' section with a notification: 'Trigger - Send webhook' with a timer icon and 'in a minute' followed by 'Alkemy'. Below this, another notification shows an email from 'juanmanuel@alkemy.org' at '15:51' with the message 'Sourced candidate to job.' and 'Sourced application' status.

Viewing Assessment Results

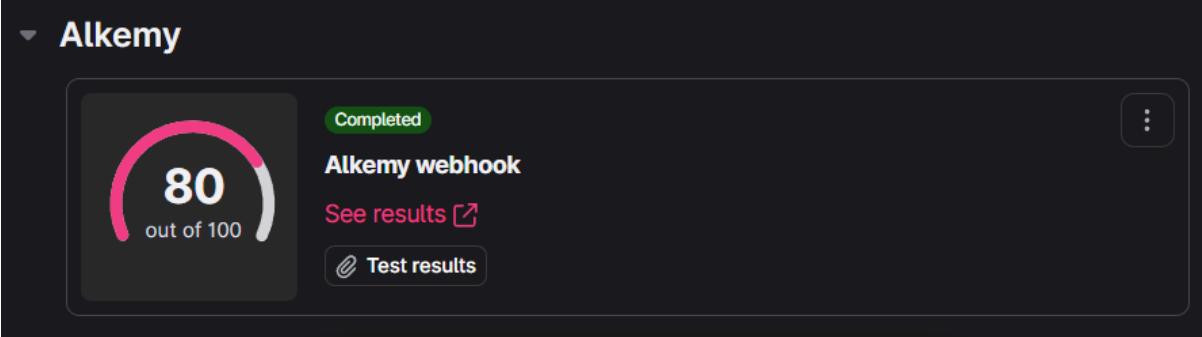
Once the candidate completes the assessment, results will appear in the **Alkemy** section.

A notification in the activity section will indicate that a new result has been received.



The screenshot shows a candidate profile for John Smith. The profile includes basic information like name, email, and contact details. Below the profile is a job listing for a Marketing Manager. To the right is the activity feed, which shows several recent events. One event, 'Alkemy - Webhook' from 19:24, is highlighted with a red box and indicates that a new result has been received. Another event, 'Trigger - Alkemy' from 19:24, shows a candidate was sent to Alkemy. The activity feed also includes a notification for a deleted user and a message from juanmanuel@alkemy.org.

Click on the results section for more detailed insights.



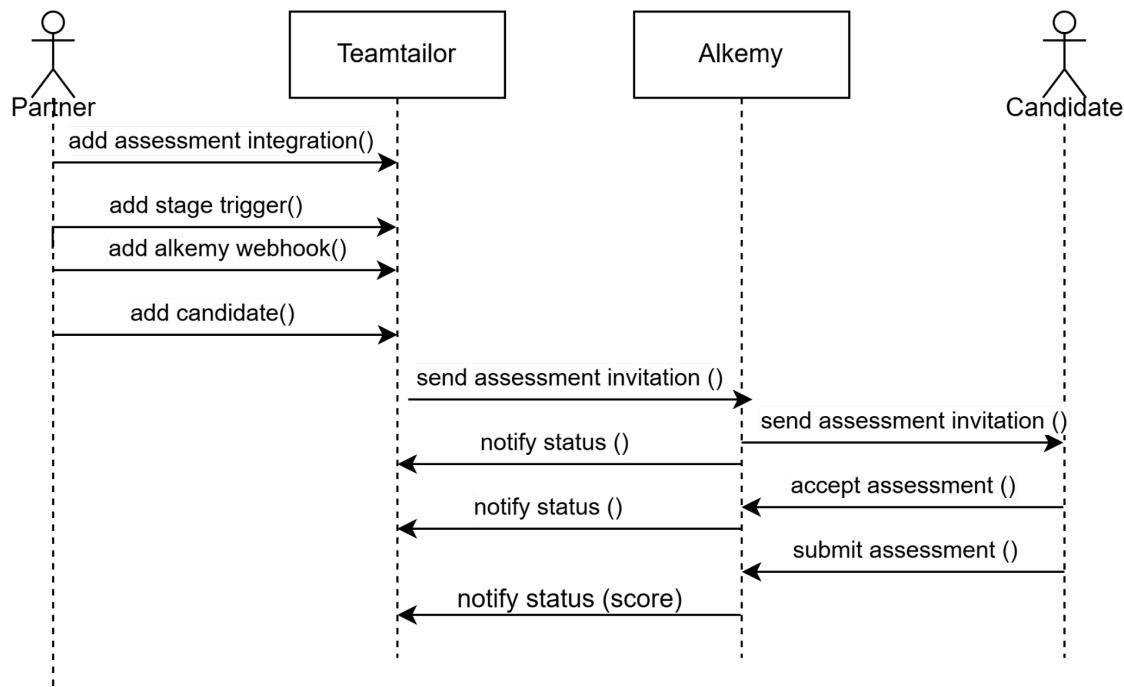
The screenshot shows the Alkemy results page for the candidate. It features a large circular progress bar with a score of 80 out of 100. The status is marked as 'Completed'. Below the progress bar are two buttons: 'See results' and 'Test results'. The 'See results' button is highlighted with a red box.

3. Details Regarding the Integration

Data Transferred Between Teamtailor and Alkemy

- **From Teamtailor to Alkemy:**
 - **Candidate Name:** First and last name of the applicant.
 - **Email Address:** The email address of the applicant for communication purposes.
- This data is transferred to Alkemy to initiate the assessment process.
- **From Alkemy to Teamtailor:**
 - **Assessment Results:** Detailed scores from the assessments.
 - **Candidate Status:** Whether the candidate has completed the assessments or is in progress.
- This data is used to update the candidate's profile within Teamtailor, providing recruiters with valuable insights.

Data Flow Diagram



4. Support

If you encounter any issues or need assistance with the integration, please reach out to Alkemy Support:

- **Email Support:** techsupport@alkemy.com

Common Issues and Solutions:

- **Issue:** "I cannot authenticate my Alkemy account."
 - **Solution:** Ensure you're using the correct API key. If the issue persists, contact Alkemy support for assistance.
- **Issue:** "Assessment results are not appearing in Teamtailor."
 - **Solution:** Check if the candidate's details were successfully transferred. If the issue continues, verify that the integration is still active in Teamtailor.

FAQ:

1. Can I integrate multiple evaluations at the same time?

No, you must enable one integration per evaluation. Each evaluation requires its own API key and Evaluation Public ID.

2. What happens if a candidate does not complete the assessment?

The candidate's status will remain as **Pending** in Teamtailor until they complete the assessment. You may send a reminder manually.

3. Can I customize the actions triggered by the assessment results?

Yes, you can configure the trigger to perform different actions, such as moving a candidate to another stage based on their score.

4. How long does it take for the assessment results to appear in Teamtailor?

Results typically sync in real time, but there may be slight delays due to server processing. If you experience delays, verify the integration status.

5. How do I disable the integration?

To disable the integration, navigate to the **Integrations** section in Teamtailor, locate **Alkemy Assessments**, and select **Disable Integration**. You may also revoke the API key in Alkemy if needed.

6. I'm seeing an error: 'Failed to fetch config from partner' when trying to add the Alkemy trigger. What should I do?

This error usually occurs due to missing or incorrect configuration settings. Follow these steps to resolve it:

1. **Go to the Integrations/Marketplace Activations section.**
2. **Review all Alkemy configurations** to ensure they are properly set.
3. **Verify that the API keys are correctly entered** and match the ones provided by Alkemy.

If the issue persists, contact **Alkemy Support** for further assistance.