Teamtailor Integration

alkemy

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

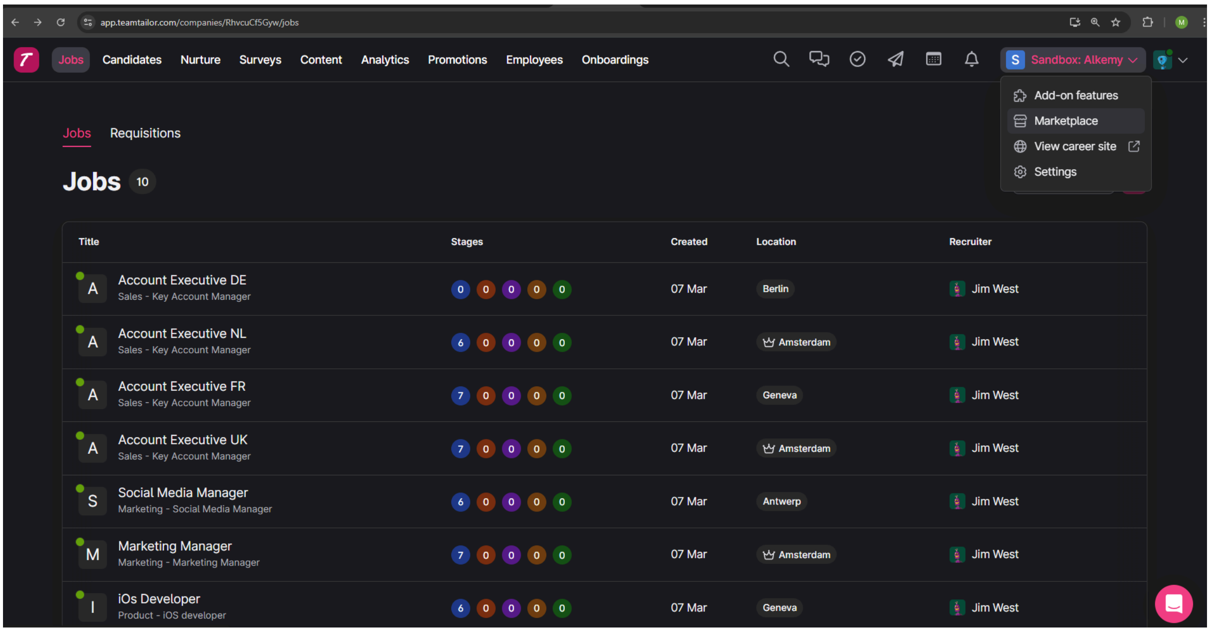
Requirements

- 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.*

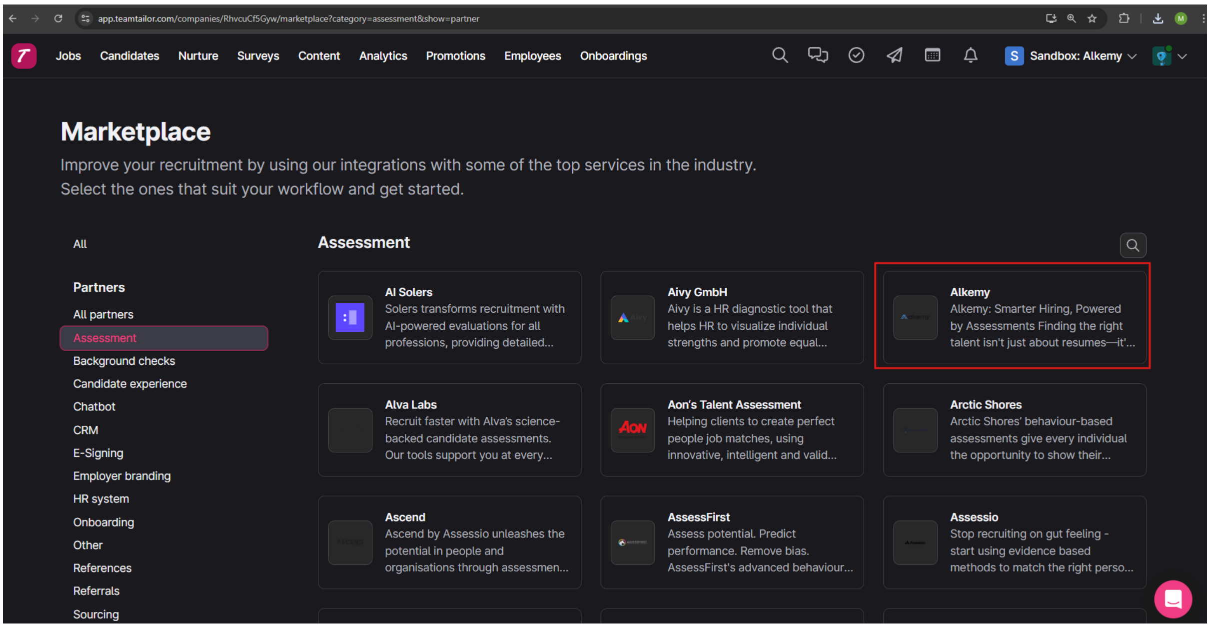
Steps to Enable the Integration:

Setting Up the Integration

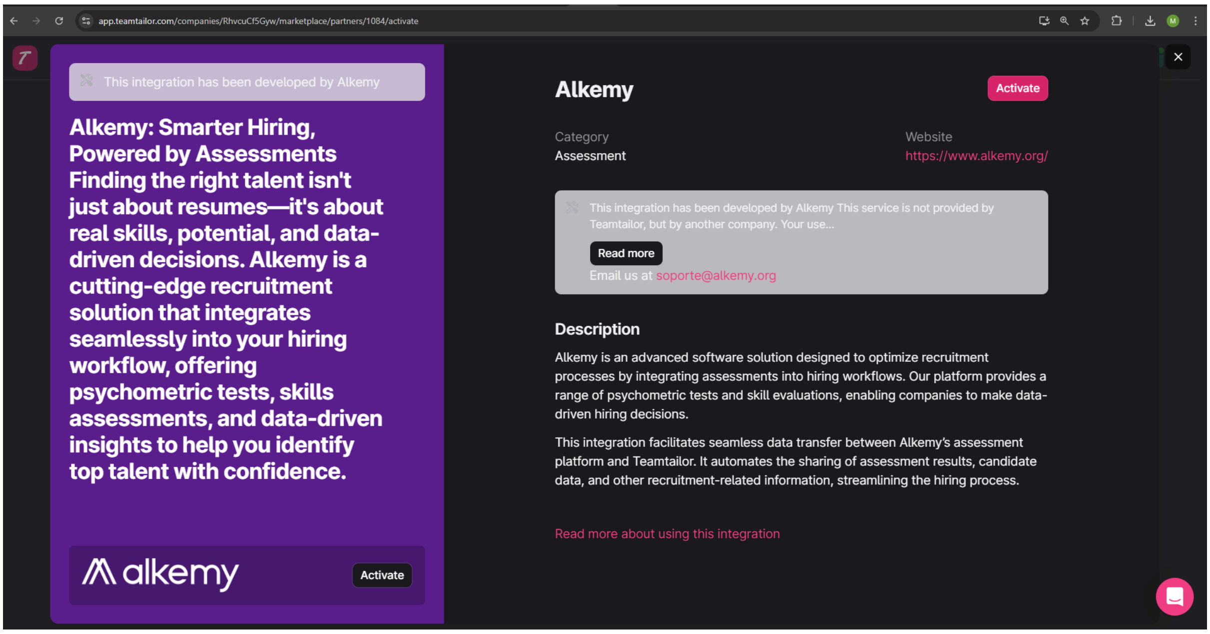
1. Go to **Marketplace** in your account options.



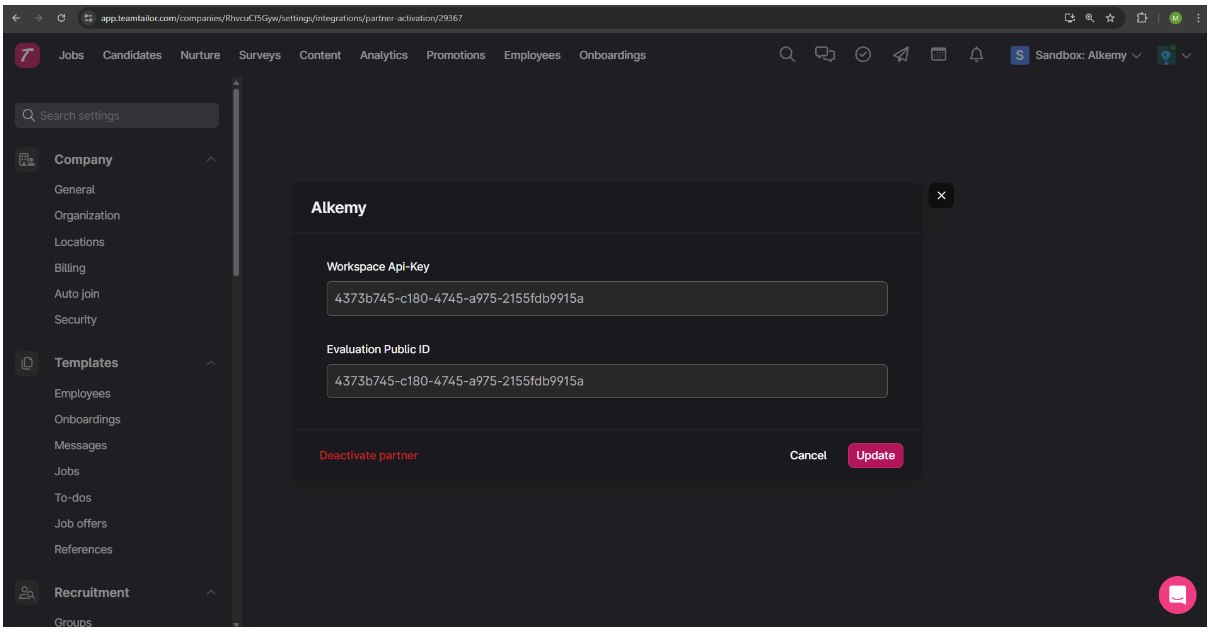
2. Select **Assessment**, then choose **Alkemy**.



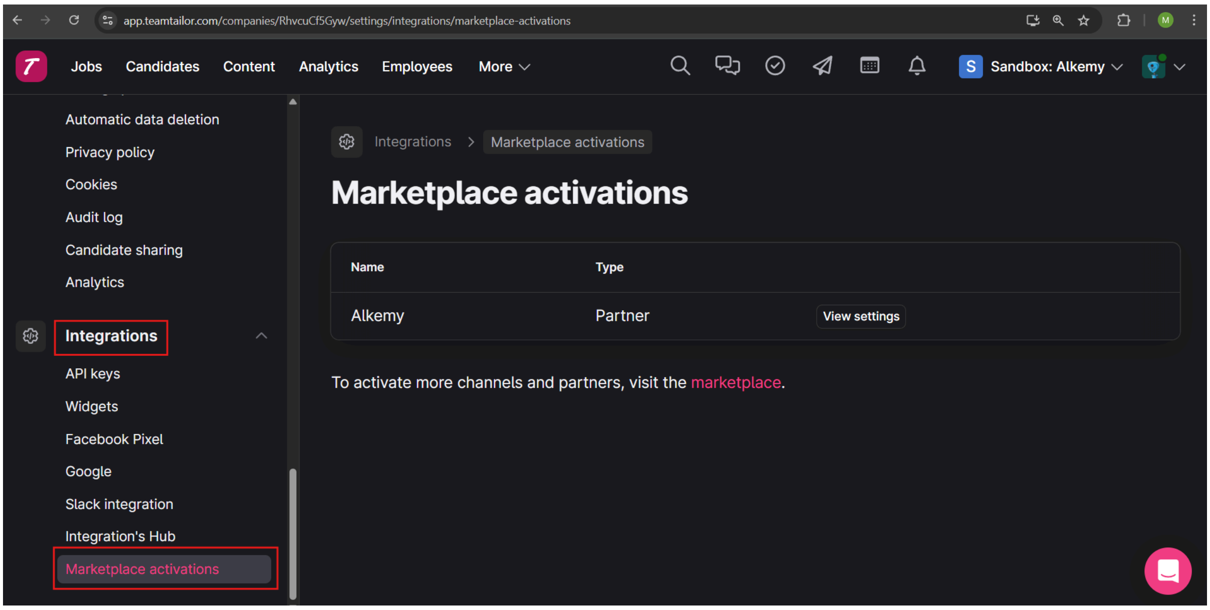
3. Select **Activate.**



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

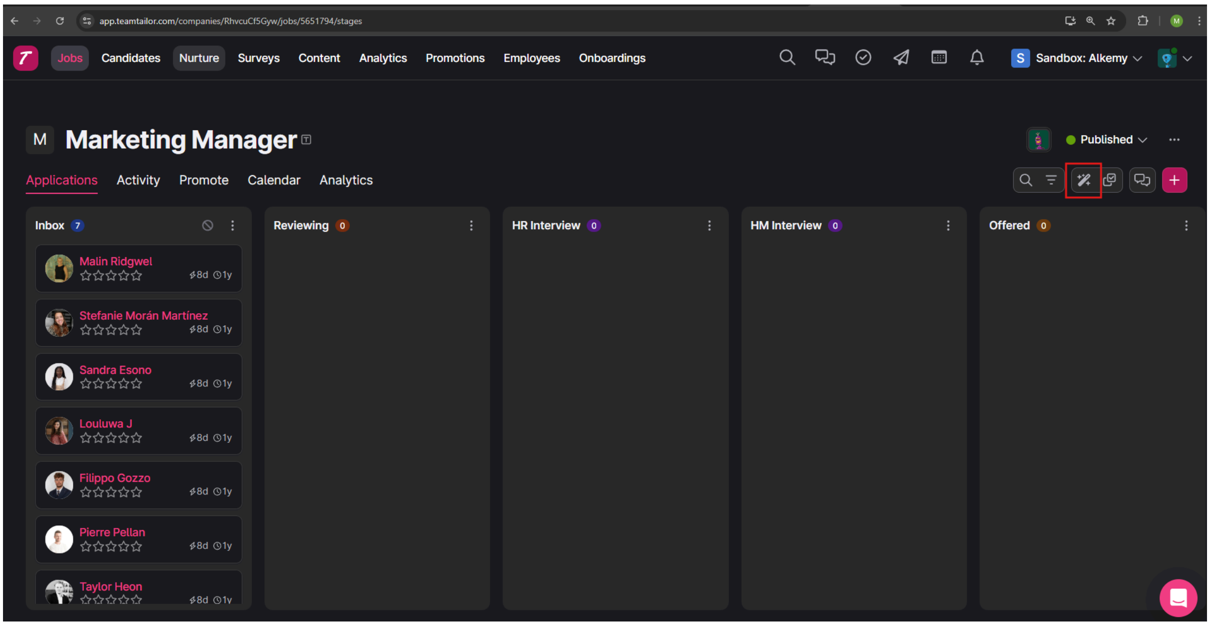


5. You should see it in **Integrations/Marketplace activations** section.

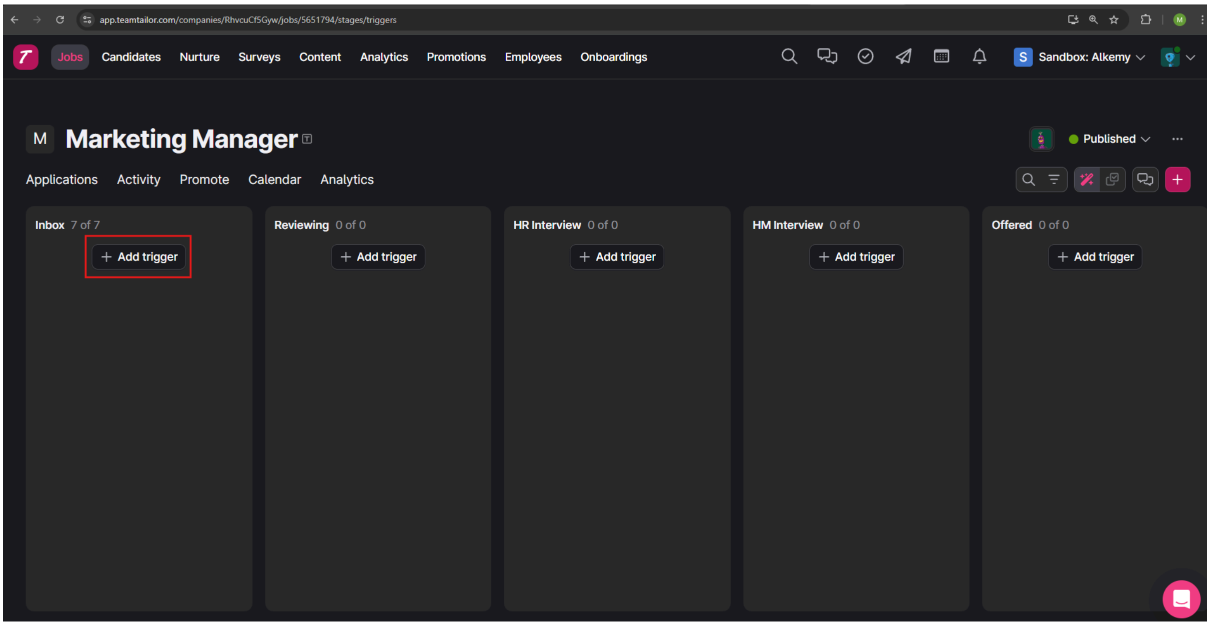


Enabling the Alkemy Trigger

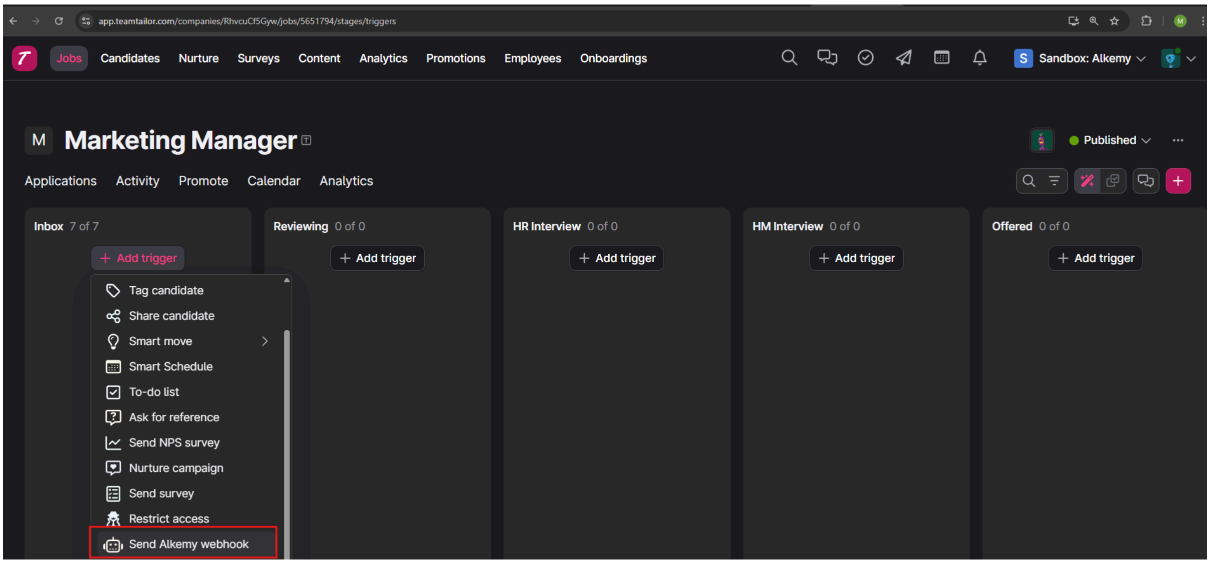
6. Go to the **Job Board** and select the **Trigger** option.



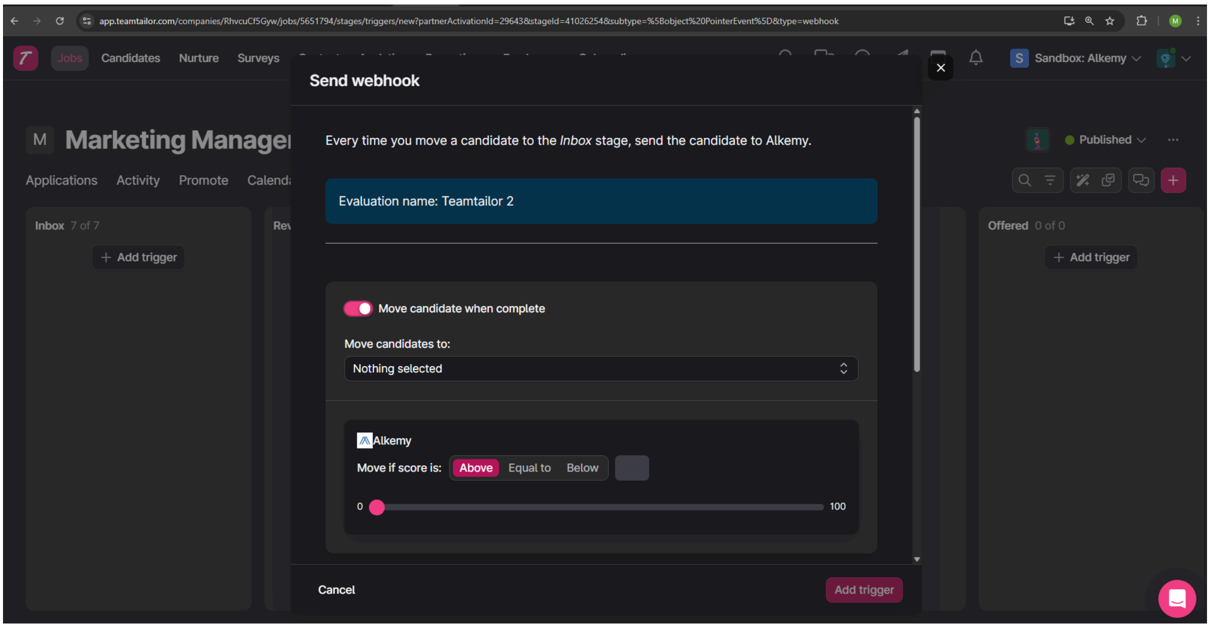
7. Click **Add Trigger** in the desired stage



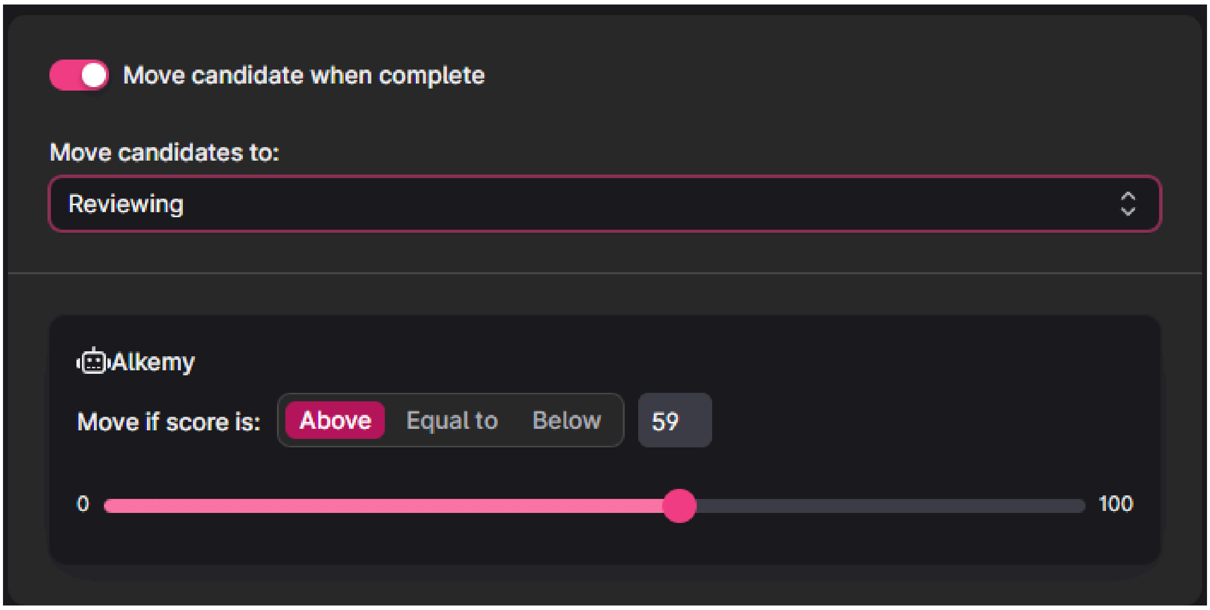
8. Select **Send Alkemy Webhook** corresponding to the relevant evaluation.



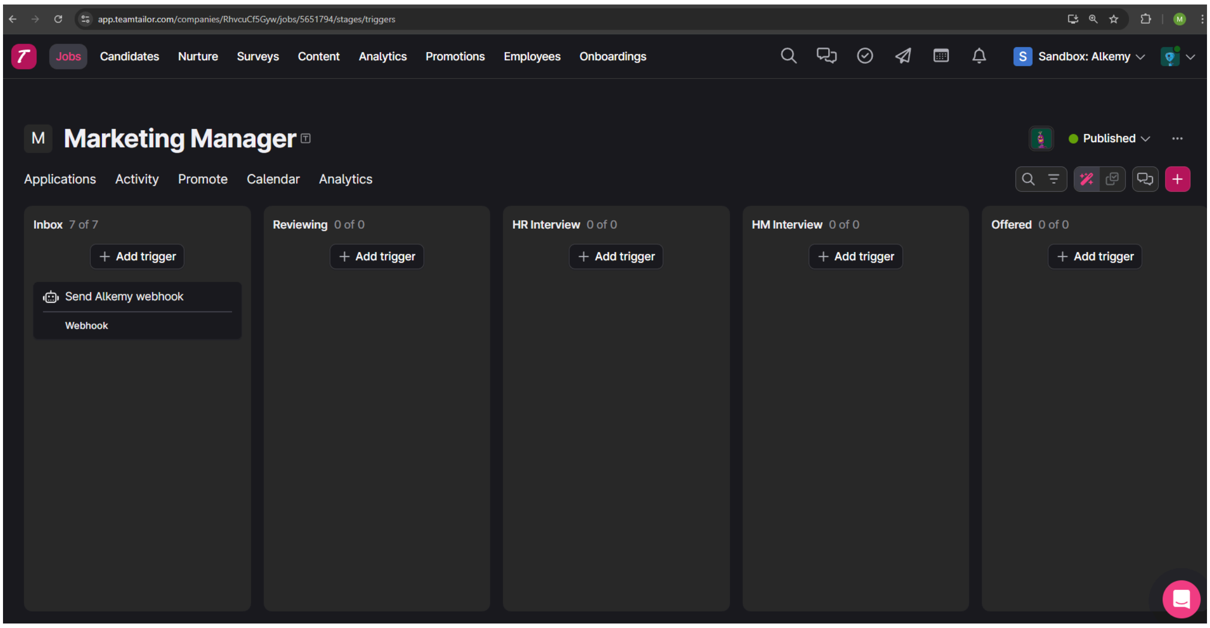
9. A pop-up will appear with integration details. Verify that the **Evaluation name** matches your desired evaluation.



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

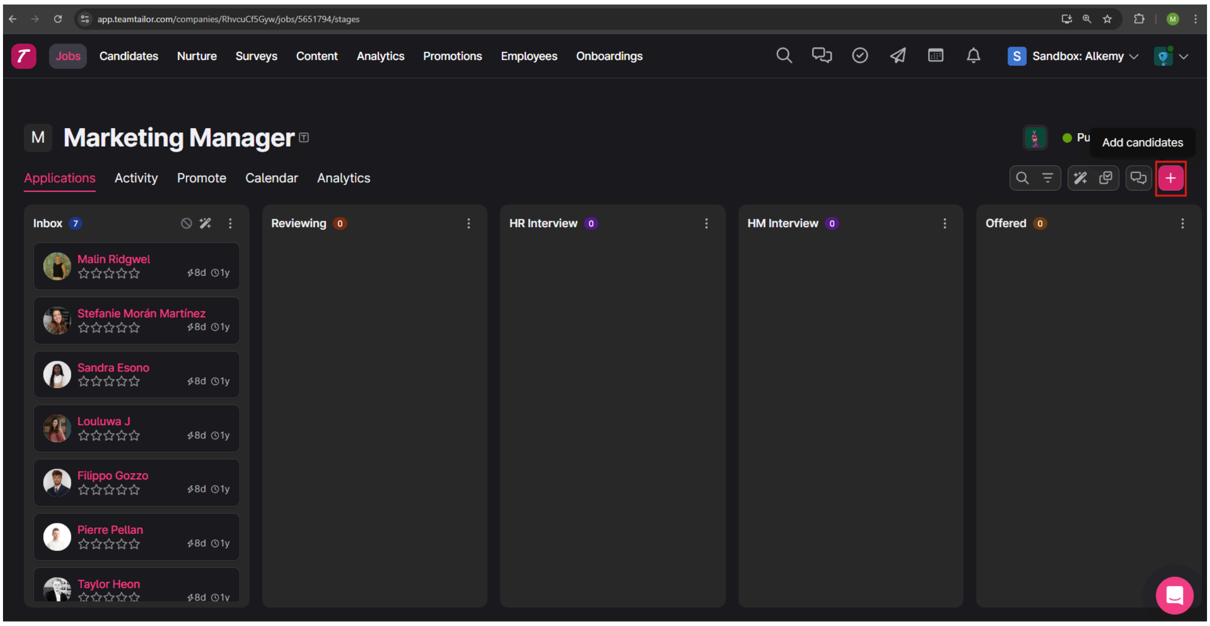


11. Click **Add Trigger** and confirm that the **Send Alkemy Webhook** trigger appears in the stage.

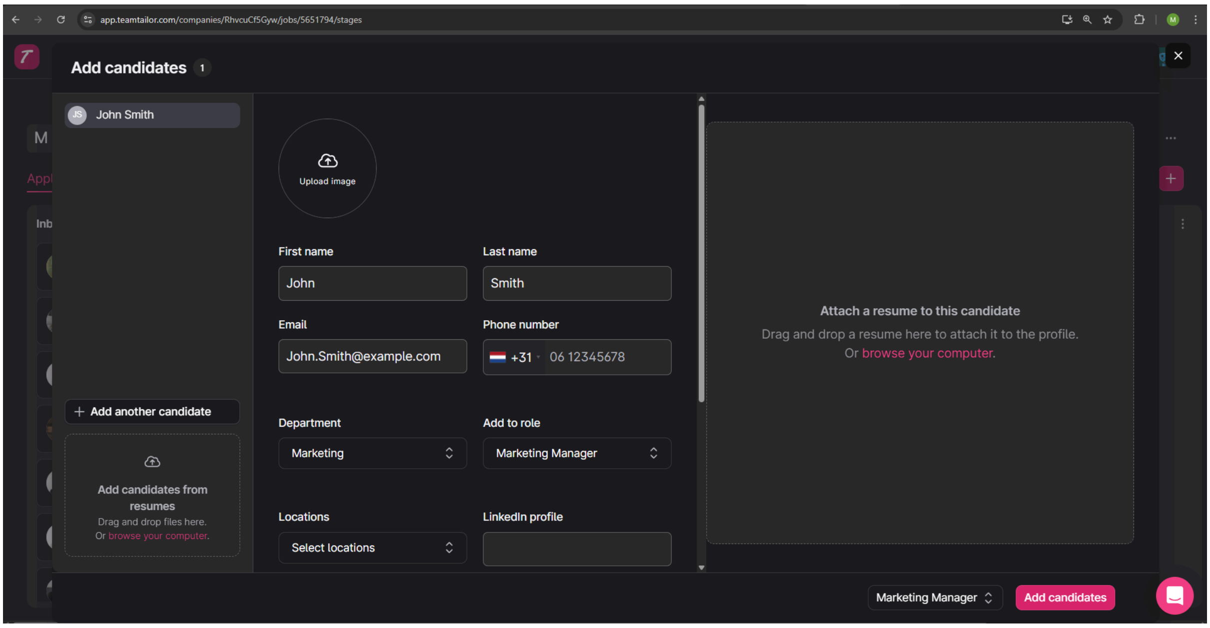


Inviting Candidates to Take the Assessment

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

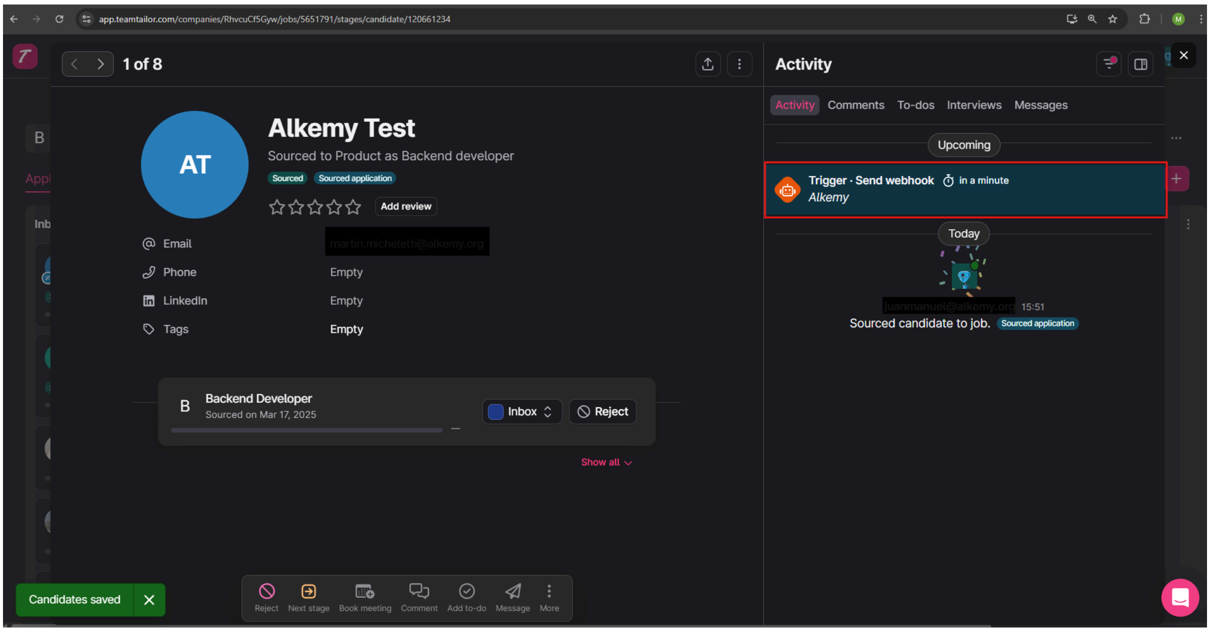


13. Enter the candidate's **first name, last name, and email** (required fields for Alkemy). Other details remain in Teamtailor.



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

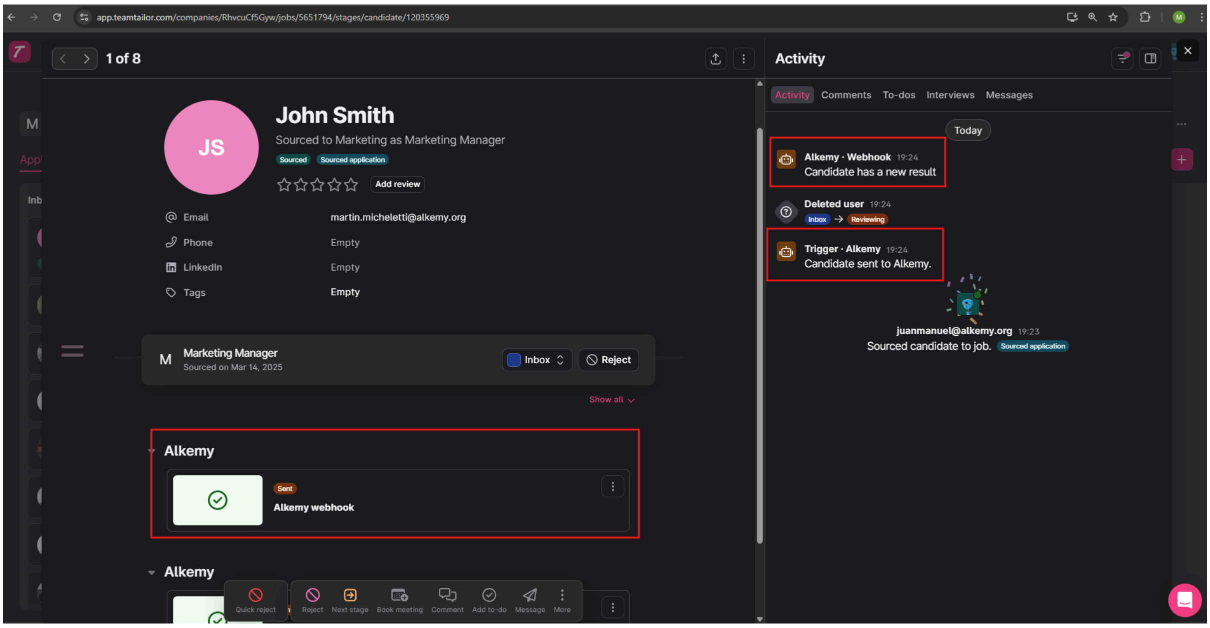
Once a candidate is added, the activity section will display a notification that the webhook will trigger at the configured time. After the trigger is dispatched, the candidate will receive an email invitation to take the assessment in Alkemy.



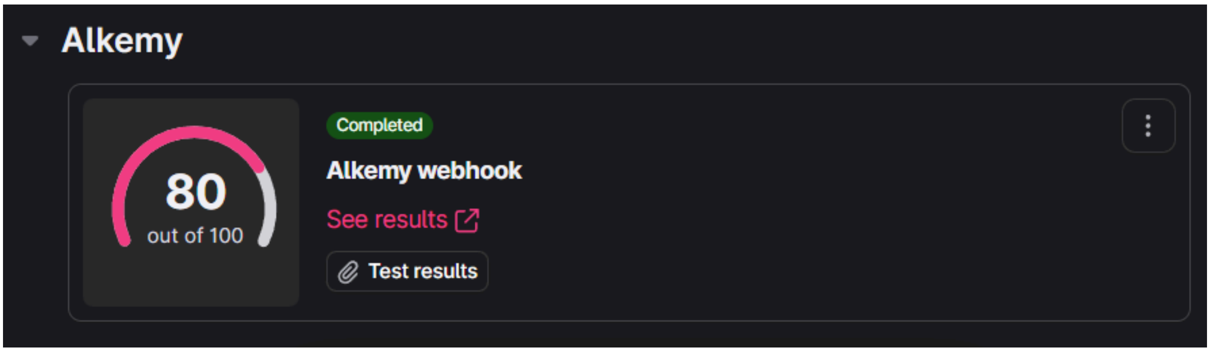
Viewing Assessment Results

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.



Click on the results section for more detailed insights.



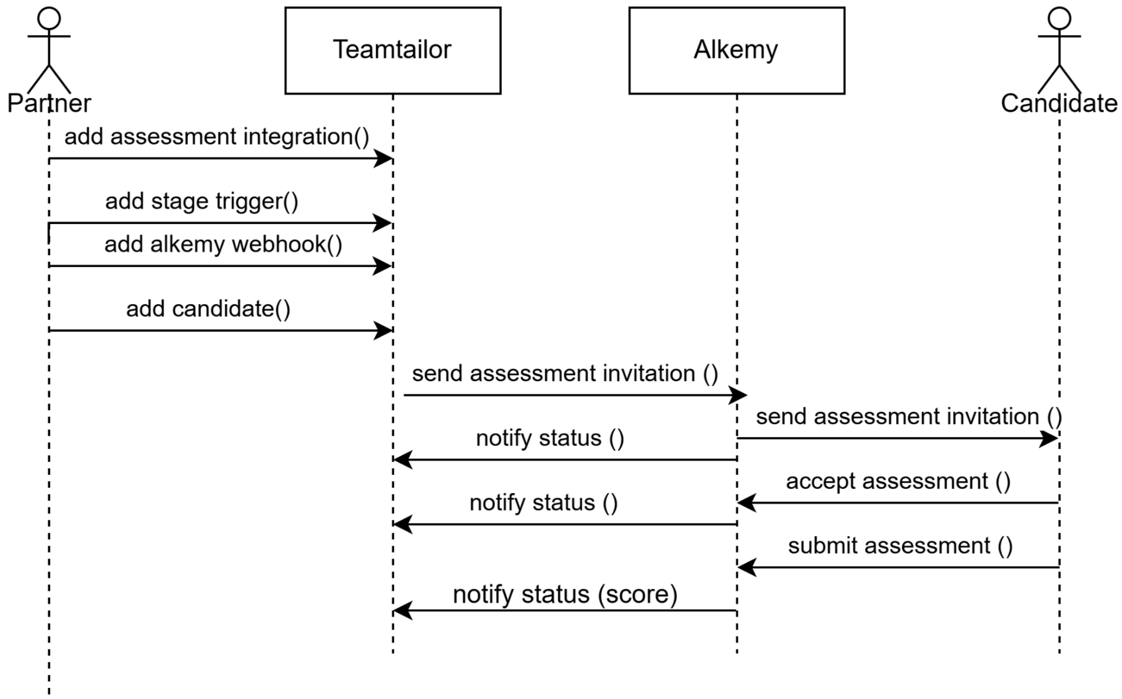
3. Details Regarding the Integration

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.