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TALEO
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ORACLE TALEO BUSINESS EDITION

SIMPLE INTEGRATION GUIDE

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ADVISORY

Please ensure that you are working with the latest version of this document.

The latest version is available on the Oracle Technology Network at (http://www.oracle.com/technetwork/documentation/default-1841567.html).

WELCOME

Audience

This guide is intended for Taleo Business Edition Solution Partners and Customers.

Required Knowledge and Skill

Use of this guide assumes you have advanced level of knowledge in navigating, administrating, and using your Taleo Business Edition instance. For basic training of Taleo Business Edition, please access the Resource Center which is available from your zone (linked in the upper right navigation of your TBE user interface).

In addition, you may require familiarity with:

- HTML
- XML and XHTML
- REST Web Services API

Background

This guide is intended for developers who plan to utilize the Taleo Business Edition (TBE) platform to interface or integrate a third-party website or application. The goal is to enable partner or customer developers to utilize existing TBE functionality for integrations as determined with ease.

INTRODUCTION

The Taleo Business Edition (TBE) platform provides multiple methods where partners and customers can engage their products and services. These methods can be as simple or advanced as chosen – depending on the required interoperability required between TBE and the third party solution. These methods may include:

- Web Services API
- RSS Feeds
- Email Templates
- Embedded HTML
  - HTTP Post
  - iFrame
- Reports

In most scenarios, partners will use a combination of two or more integration methodologies for engaging their products and services with Taleo Business Edition. One method to post or access the third-party application (i.e. embedded HTML or an email template), and the other to post back results (API).

For customer integrations, these are primarily data oriented requests. As such, customer integrations are primarily driven solely on the Taleo web services API.

The Taleo web services API is the only method for posting back results to a Taleo database.

This document will now discuss in more detail the available options for integration.

Web services API

Oracle Taleo Business Edition provides a robust set of open web services API for all customers – the API utilizes REST for data transfer of XML or JSON data.

The API is passive, i.e. it does not have the ability to make outgoing calls of partners API's, nor can it push data externally (all requests are inbound).

A REST client can be written in a wide range of development tools and platforms, such as Java, Visual Basic, Perl, C#, PHP, .NET, etc. As such, Taleo does not provide platform code support or sample code to developers. The API is inherent to the application; Taleo assumes that developers are experts in their platform of choice and with utilizing web services.

The latest TBE REST API guide can always be located here:
http://www.oracle.com/technetwork/documentation/default-1841567.html

RSS Feeds

RSS (Really Simple Syndication) feeds are an open method of syndicating and aggregating web content to share from one web location to another. RSS feeds are available with Taleo Recruit Career Center to syndicate open job postings / requisitions of a specific customer's instance to a secondary location.

The TBE RSS feed includes, for each requisition posted on the Career Center, the Requisition Title, Description, Date Posted, Department, Location Name, City, State and Country. Links to the Career Center to view and apply to the requisition are also available.

Example RSS feed entry:


```
<item>
    <title>Requisition Title</title>
    <link>https://chm.tbe.taleo.net/chm01/ats/careers/requisition.jsp?org=COMPANYCODE&amp;cws=42&amp;rid=110</link>
    <guid>https://chm.tbe.taleo.net/chm01/ats/careers/requisition.jsp?org=COMPANYCODE&amp;cws=42&amp;rid=110</guid>
    <description> New Description. Analyze all Social Media campaigns for effectiveness and propose strategy. </description>
    <pubDate>Thu, 21 Jan 2016 01:19:40 GMT</pubDate>
    <taleo:reqId>110</taleo:reqId>
    <taleo:location>Headquarters - EN</taleo:location>
    <taleo:locationCountry>US</taleo:locationCountry>
    <taleo:locationState>CA</taleo:locationState>
    <taleo:locationCity>San Francisco</taleo:locationCity>
    <taleo:department>Communication</taleo:department>
    <taleo:html-description>&lt;p&gt;New Description. Analyze all Social Media campaigns for effectiveness and and propose strategy.&lt;/p&gt;</taleo:html-description>
</item>
```


For Candidates, the likely use-case for Taleo Business Edition RSS feeds is for retrieving open requisitions from a specific organization to an RSS feed news reader or aggregator, like a Google homepage or a mobile device. This allows the candidate to quickly view open jobs with their ideal employer.

For Developers, the primary use-case for using the RSS feed output is to post jobs to:

- 3rd party sourcing providers
- Custom websites
- Job aggregators

To take advantage of the Taleo Business Edition RSS feeds for development usage, users must have knowledge of: HTML, XML and XHTML.

For configuration and integration details around RSS Feeds, refer to the Taleo Help Guide.

EMAIL Templates

Taleo Business Edition offers candidate or user based email submission capabilities. These can be manually sent or automatically sent based on workflow step. Email templates can be configured to support a simple integration request, where the most common use is requesting a candidate to click on a background check or assessment request link.

Email templates can be formatted in simple TXT or HTML. The template's can pass along mail merge field values to dynamically form URL strings as well, for example:

Dear <<CANDIDATE_NAME>>,

Please click <a href='http://xxx?c=<<COMPANY_ID>>&aid=<<CANDIDATE_ID>>&ad1=<<CANDIDATE_FIRST_NAME>>&ad2=<<CANDIDATE_LAST_NAME>>&gid=<<REQUISITION_ID>> target='_blank'>here to log in to Complete your assessment.

For additional details around Email Templates, refer to the Recruit, Onboard or Perform Help guides in TBE.

Embedded html

Simple Data Integration Services are available by allowing customers to embed HTML on most pages within the application. Mark-up can be added by editing the Page Layout in the TBE Administration screens. By embedding commands into these page layouts – customers or partners can claim some on screen real-estate and use various methods to effect action for third-party systems.

Developers may embed:

- Static HTML
- iFrames,
- Template HTML which allows the population of dynamic data elements (merge fields).

This document will further discuss adding embedded code within pages of TBE.

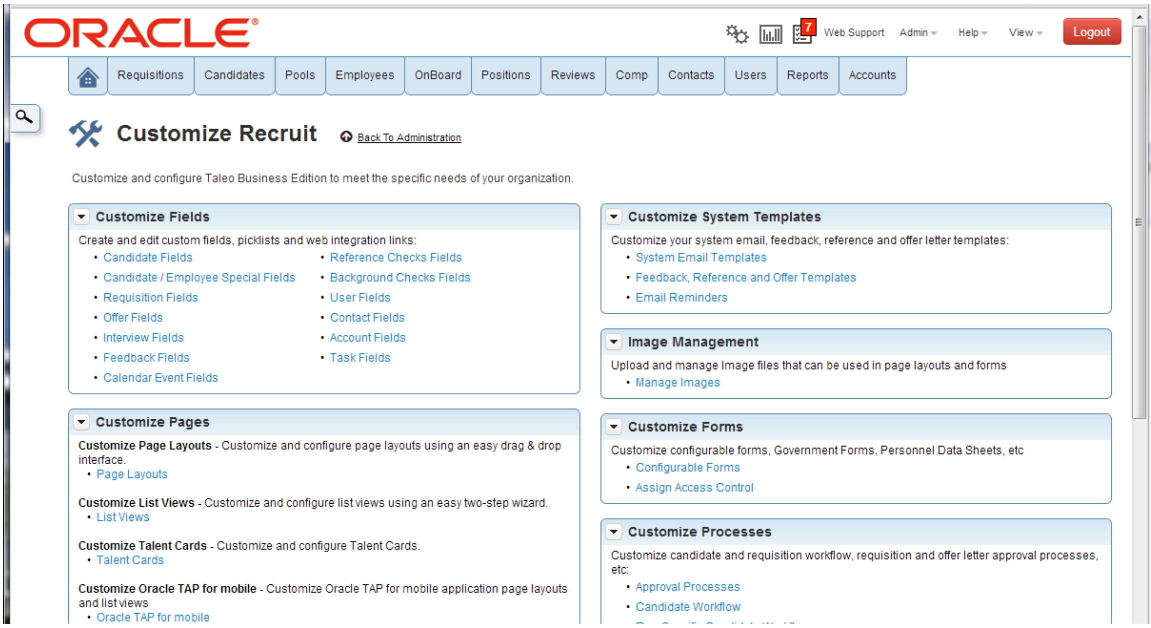
Embedding Code within Taleo Business Edition

TBE is designed to allow application administrators to manage the configuration and customizations of virtually every primary page and data element within the solution. This includes the ability to add custom code within a specific section of a specific page layout for a specific user role. For example, an iFrame of a background check application can be embedded within a candidate view page but only viewable by 'HR Administrators' if needed.

Each primary tab within TBE provides a List View and a Page Layout view. A List View is the page incorporated to the primary tab the user has clicked on (i.e. Requisitions, Candidates, Accounts, Users, etc.). A List View provides a glance at the records associated within the selected tab in a table format solely. As such, embedded code cannot be incorporated within a List View page. Only Page Layouts, not List Views can incorporate mark-up. These are found within the Page Layout section within the Administration UIs.

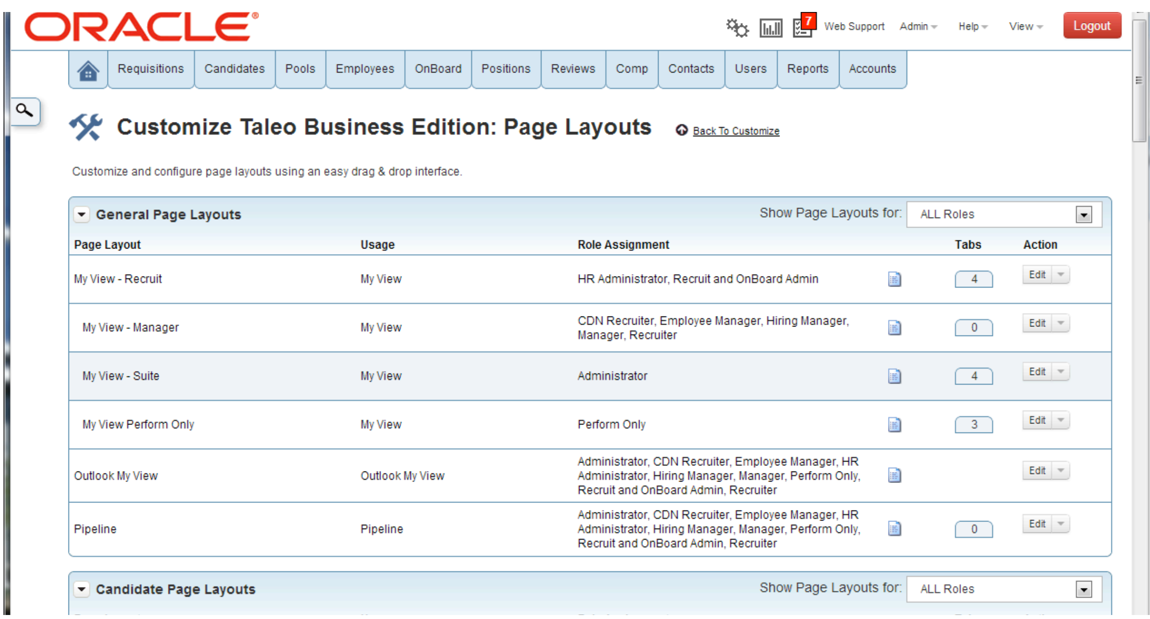
The following section provides instructions on how to add custom code within a specific Page Layout. Please note: administrator access is required within the client zone you are customizing.

Go to Administration > Customize Taleo Business Edition > Customize Pages > Page Layouts:



Under Page Layouts, you will need to take the template page that you are editing and create a version, or copy of it, for creating your own custom page. In the screenshot below we are using the View Candidate Page as an example.

Simply go to the right side of the screen next to the View Candidate page and click the drop down arrow next to the Edit text and select “Add a Version”:



Name your new Page Layout version in standard format that is consistent (i.e. Partner Name or Integration Name).

Click the Insert link anywhere on the page in order to add your markup above a certain field or section that you have clicked on. When clicking Insert, simply choose the appropriate element to be added and location:

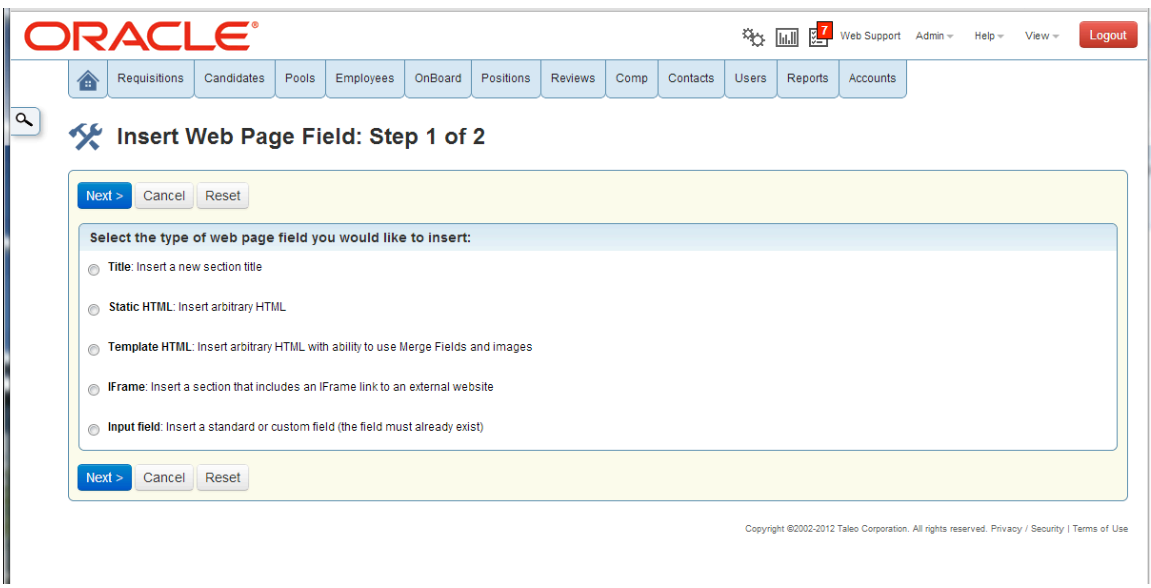
- Title: Populates a section within the page with the correct TBE formatting for sectioning off your markup. It is recommended that you create your own section and title within the page and populate your code within that section. Choosing title will allow you to incorporate a single column or two column data elements within your titled section.

- Static HTML: Allows you to incorporate any type of standard HTML code within the inserted area of the page, for example an iFrame.

- Template HTML: Allows you to incorporate any type of standard HTML code within the inserted area of the page with the addition of using TBE code values inserted which determine the data values to be extracted and placed at the point when code has been initiated (i.e. Merge Fields).

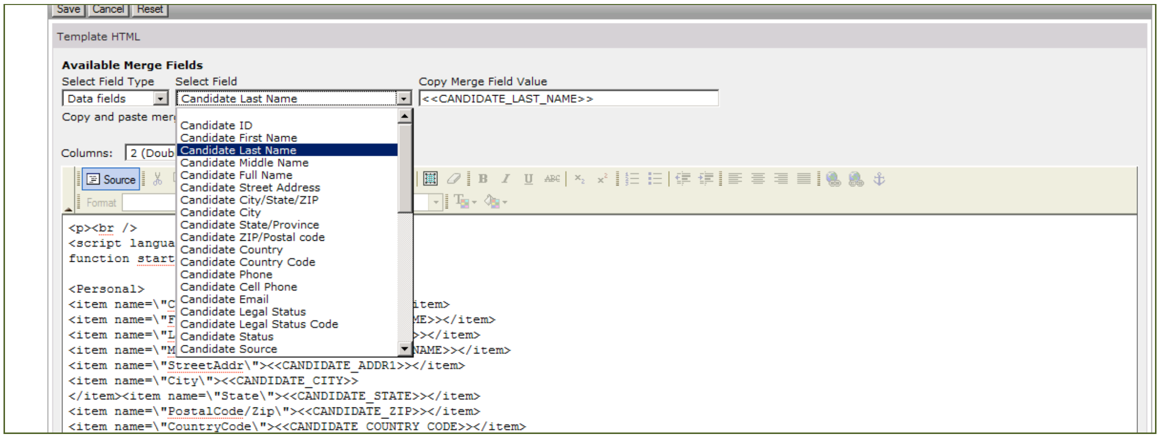
- IFrame: Allows you to incorporate an embed web page within a section of the page that

- Input Field: Allows you to add a standard or custom field that exists for that data object.



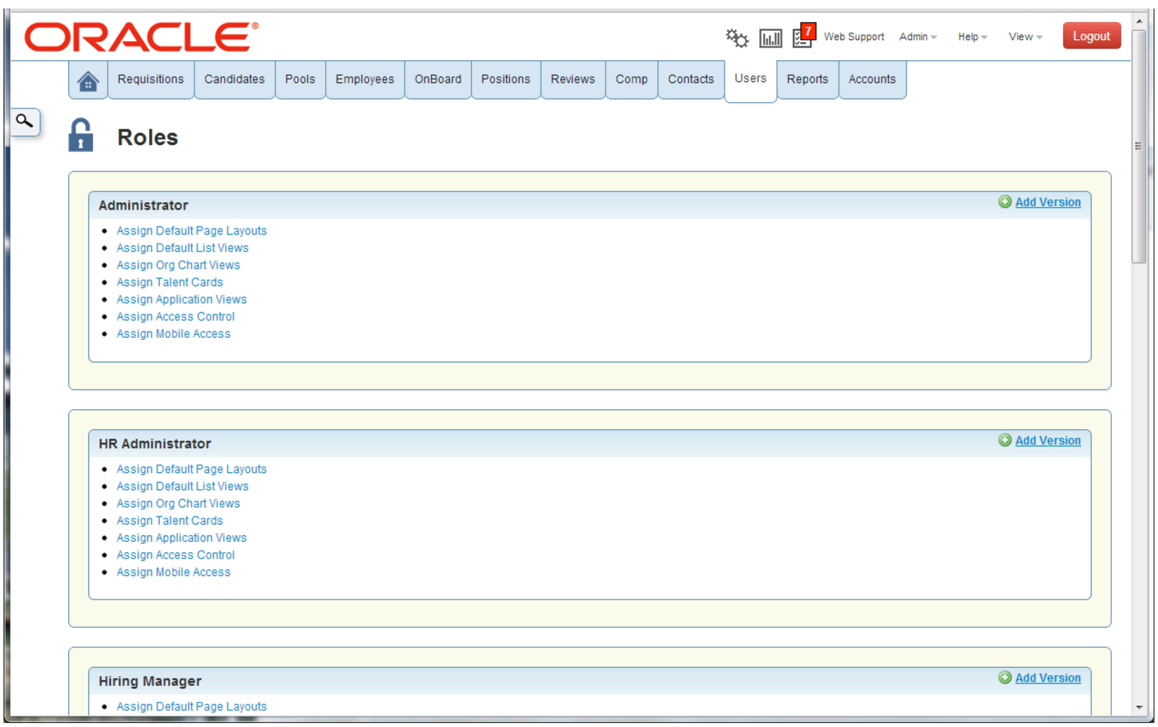
Once you have clicked the option you want to insert, the WYSIWYG editor allows you to create your appropriate mark-up. For code entry, make sure you click the 'SOURCE' button first.

For iFrames and Template HTML, you can include the approved merge field values required alongside your HTML. You will only be able to choose the merge fields available on that specific page (i.e. a Candidate page will not display Requisition merge fields as they are out of application support).



After inserting a title and your code, save the page layout.

Once you have built your custom page with your custom code, it is now required to make this the default viewable page layout for the appropriate user role. This can be managed through the Users section within the system. Go to Users > Roles > > Assign Default Page Layout Views and choose your appropriate role and page layout and click the save button.



Once you click on ‘Assign Default Page Layouts, you will be able to view every page that the individual will have access to with their appropriate workflow. Simply click the appropriate page drop down list value and choose the custom page you have built and ensure you click the Save button.

HTTP Post

With an HTTP Post, clients/partners are able to include elements to make a section of TBE appear as a doorway to their product. Below is an example of how your Post might look in the Template HTML field.

You would need to prepare your system to accept the post, and allow whatever form you are using access your data within/from TBE.

```
<form name="SampleForm" target="_blank" action="http://XXXXX" method="post">
 <input type="hidden" value="<<USER_EMAIL>>" name="USER_EMAIL" />
 <input type="hidden" value="<<REQUISITION_ID>>" name="REQUISITION_ID" />
 <input type="hidden" value="<<REQUISITION_TITLE>>" name="REQUISITION_TITLE" />
```

This is a useful way to have a link in TBE take the user to your website – while also transmitting data that you might require as relevant such as details of the Candidate or Requisition that are relevant to your business function.

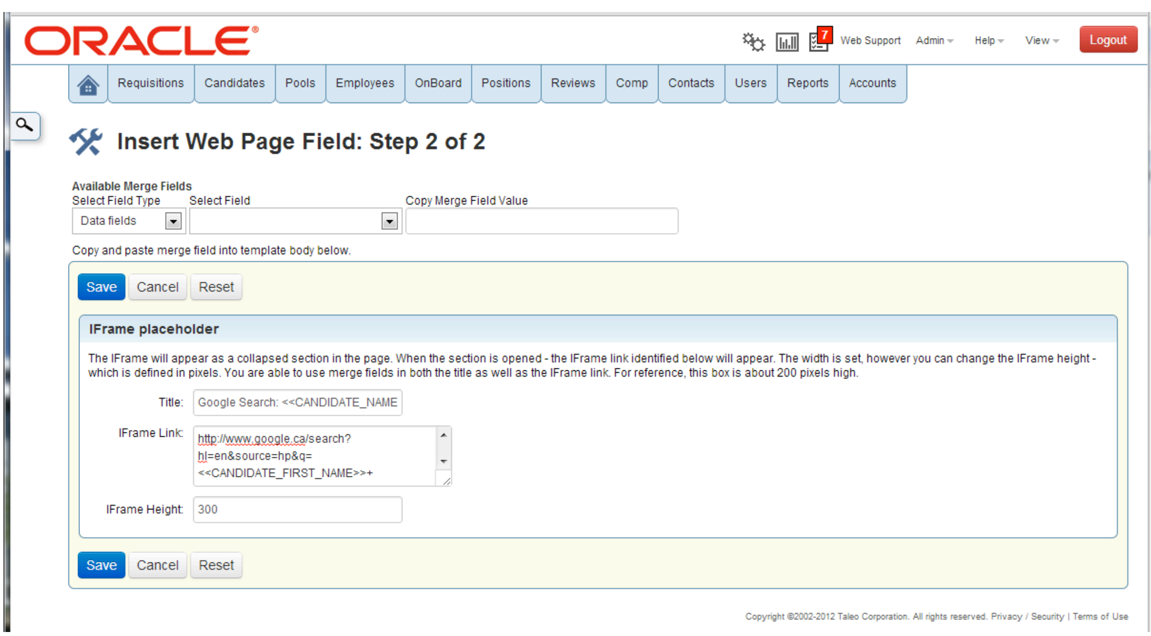
If you want to return data into TBE – for example updating the status of a request that has gone to your system within TBE, our API allows for updates and insertion of data within TBE.

HTTP iFrames

In addition to inserting Titles, Static HTML, Template HTML, and Input Fields, users are also able to embed inherent iFrames within a page layout. An IFrame is essentially a Internet Browser that is embedded within the page. By embedding an iFrame, a user can browse a third party website or application.

The user will be able to compile the iFrame title, the URL part of the IFrame, and any merge fields required to build the frame. Lastly, a default frame height can also be set to prevent the browser from taking too much space within TBE.

For example, choosing the following examples may give you an example of a quick and running iFrame: Go to Administration à Page Layouts à View Candidate and click Insert within a portion of the page. Choose Insert ‘IFrame’ and click next. Enter in the following variables:



Title: Google Search: <<CANDIDATE_NAME>>

IFrame Link:
http://www.google.ca/search?hl=en&source=hp&q=<<CANDIDATE_FIRST_NAME>>+<<CANDIDATE_LAST_NAME>>

IFrame Height: 300

You can view this iFrame within the View Candidate page (as configured above). Simply click on a candidate and scroll to your created section to open the frame.

You will see that your candidate's first name and last name were passed along to Google in the search browser for quick viewing.

Reports

With Oracle Taleo Business Edition Reports you can create custom reports.

Users may schedule these reports to be delivered via email according to a defined schedule. The report can be delivered in the following file types:

- Excel,
- Word/RTF
- PDF
- CSV (Comma Separated Values)

Users may also manually export Report results. File types supported for manual export include:

- Excel,
- Word/RTF
- PowerPoint
- PDF
- HTML

Report generation provides instant, on-demand views into key metrics of Taleo Business Edition, which can then be manually uploaded within a third-party solution.

For additional details around Reports and data export, refer to the Reports Help guide in TBE.