



Integration employment screenings Validata and TeamTailor

Version 1.0

01-01-2025

An integration to facilitate the process of starting and monitoring the Validata employment screenings of candidates from Teamtailor.

This guide will explain the steps needed to get the most out of the integration with the employment screenings from Validata.

Advantages of the integration	3
1. How to setup	4
1.1 Step 1 – Contacting Validata	4
1.2 Step 2 - Activating the integration	4
2. How to use the integration.....	6
2.2 Manual trigger Individual candidate	6
2.3 Manual trigger bulk candidates	8
2.4 Automatic predefined profile trigger via stage change	11
2.4.1 Apply trigger on Job template level	11
2.4.2 Apply trigger on Job level	14
3. How to see updates on screening	16
3.1 Updates in Teamtailor:.....	16
3.2 Tip to view status for more candidates in one overview	18
4. How to extend the integration with custom features	19

Advantages of the integration

Integrating Validata employment screening into Teamtailor offers numerous advantages, from enhancing trust and safety to improving the overall efficiency and effectiveness of your recruitment process. For more information about the full availability of services, visit <https://validatagroup.com/>.

Enhanced Trust and Safety:

Ensure that all new hires have a verified background, reducing the risk of fraud and ensuring a safer workplace.

Streamline Hiring Process and Save time:

Integrate background screening into your existing recruitment workflow seamlessly and manage them within the same platform, reducing administrative tasks and speeding up the hiring process.

Compliance and Risk Management:

Maintain compliance with industry standards and legal requirements, mitigating potential risks associated with negligent hiring practices.

Comprehensive Screening:

Access a wide range of background check services, from criminal record to employment verification,.

Real-time Updates:

Receive real-time updates on the status of employment screenings, allowing for prompt decision-making.

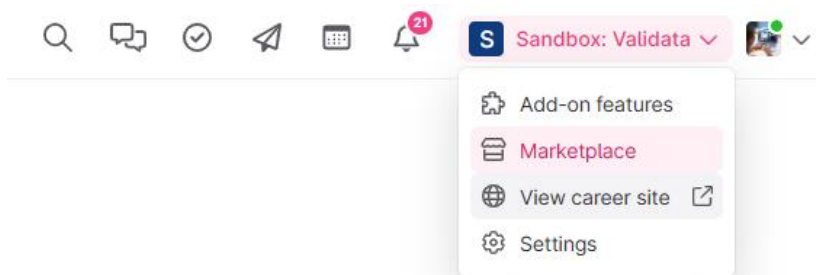
1. How to setup

1.1 Step 1 – Contacting Validata

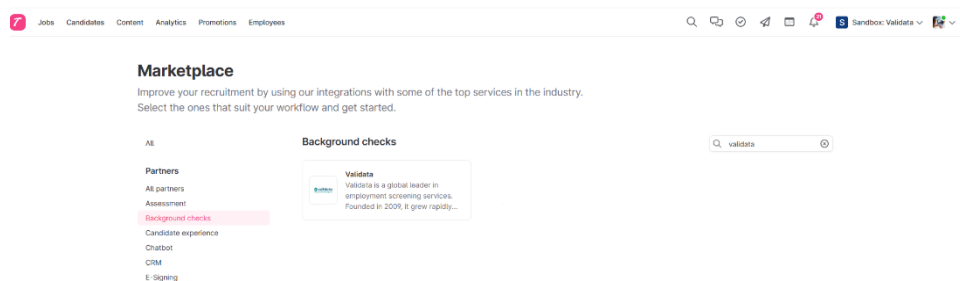
Contact your customer success manager or sales representative at Validata for product specifications. Validata will provide credentials, which will be needed in the following steps.

1.2 Step 2 – Activating the integration

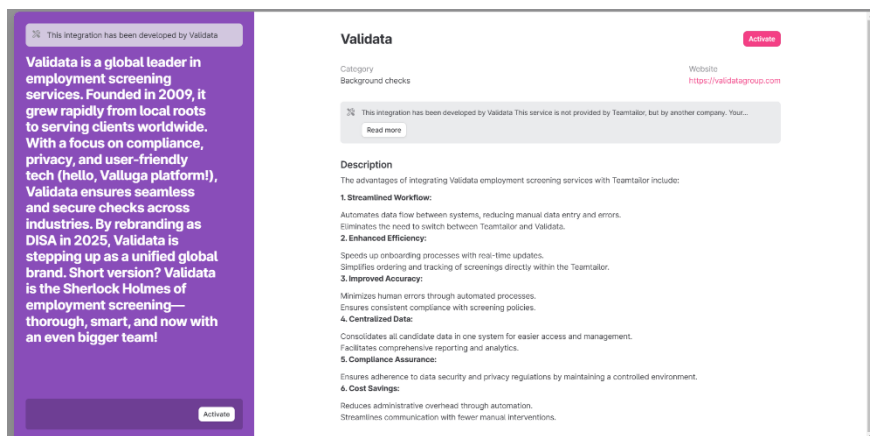
- Login to your Teamtaylor environment.
- Navigate to the settings **Menu > Marketplace**



- Search for **Validata** and click on the integration to open the details.



- Press the **Activate** button.



- Fill in the received credentials from the customer support in the corresponding fields. (*Client ID & Client Secret*)
- Press **Validate credentials**, in case it's successful go to the next step otherwise contact the customer support.
- Press the **Update** button.

The screenshot shows a modal window titled "Validata" with a close button in the top right corner. Inside the modal, there is an information box with a blue background and a red 'i' icon, containing the text: "Click here for more information about how to setup the integration between Teamtailor and Validata". Below this, there are two input fields. The first is labeled "Client ID*" and has a subtext "Please insert the Client ID, received from customer support." The second is labeled "Client SECRET*" and has a subtext "Please insert the Client secret, received from customer support." Both input fields have a red "..." icon on the right side. At the bottom of the modal, there are three buttons: "Deactivate partner" in red text, "Cancel" in black text, and "Update" in a pink button.

2. How to use the integration

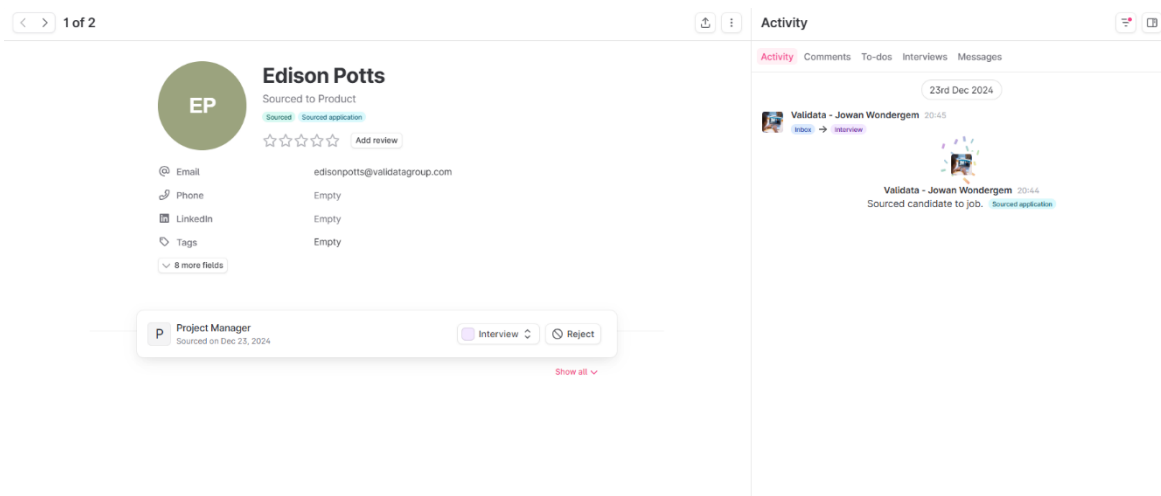
To be able to start the screenings with the preferred language of each candidate. We suggest to add the custom fields *language* in Teamtailor. Instructions on how to add this custom field is to be found [here](#). Currently within Validata we support 4 languages (English, Dutch, German and Swedish). When the language field isn't configured or left empty, the default language English will be used.

Like any other integration within Teamtailor, this integration can be applied in the form of triggers. For more info, visit [Teamtailor triggers](#). There are different forms in which the triggers can be configured. In here we will address three approaches.

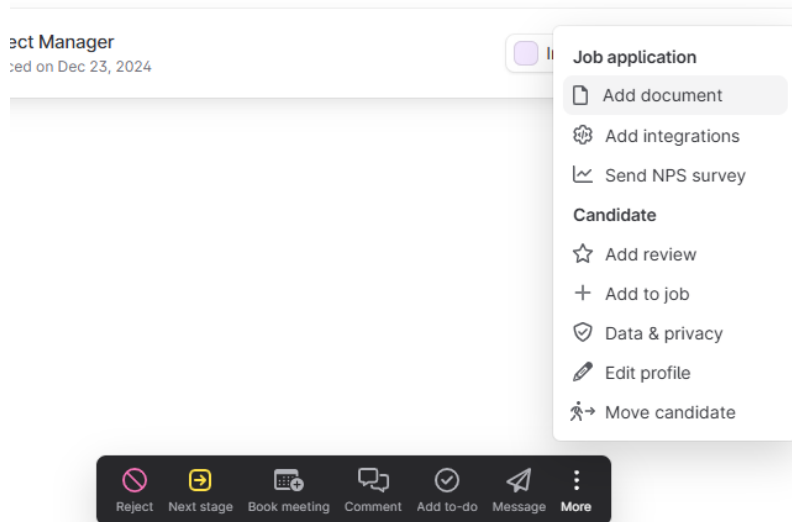
2.2 Manual trigger Individual candidate

A recruiter can decide for each candidate which employment screening will be requested at any given time in the process.

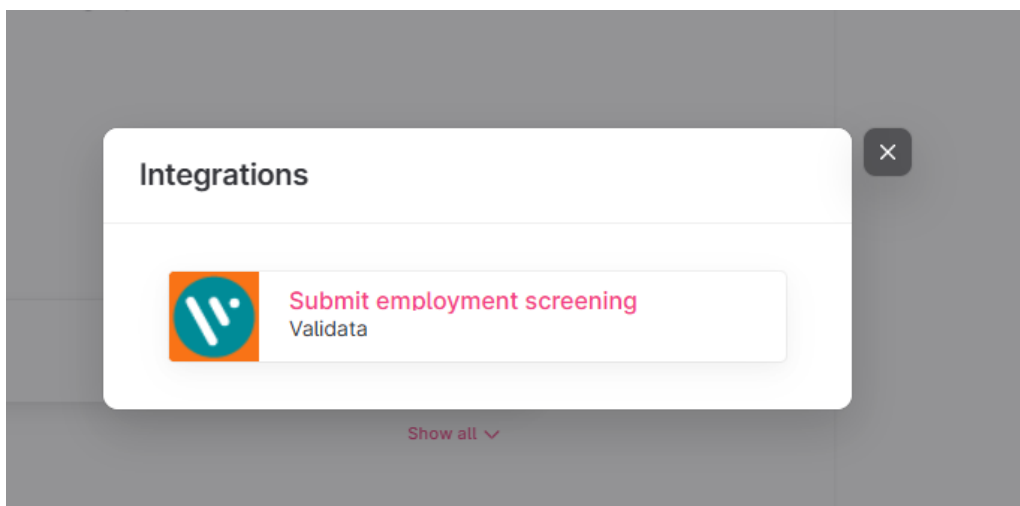
- Open a candidate details card



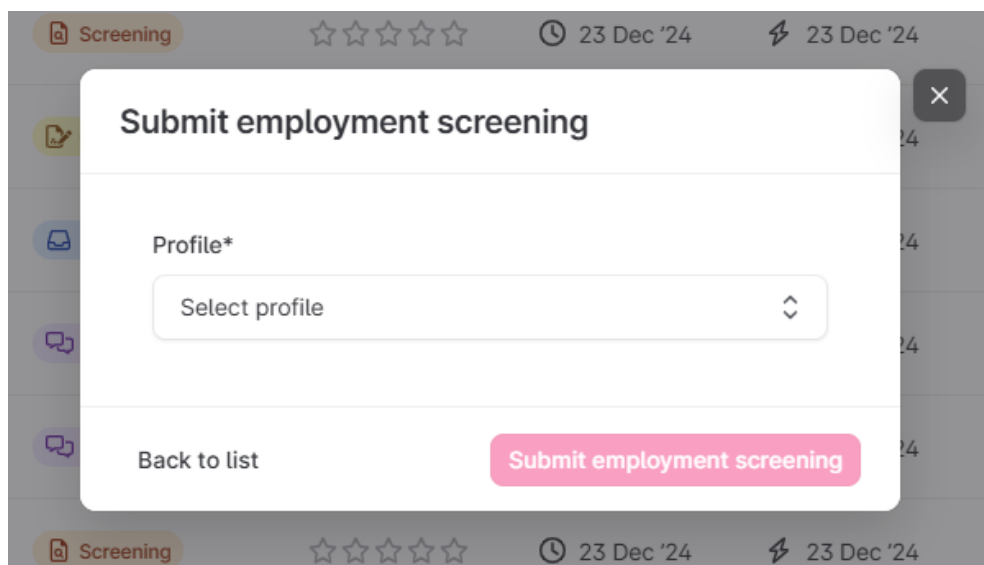
- Press **more** (3 dots icon) in the action menu, showing on the bottom of the card.
- Select **Add Integrations**



- Select **Submit employment screening** of Validata



- Choose the desired employment screening profile for this candidate
- Press **Submit employment screening**



2.3 Manual trigger bulk candidates

A recruiter can decide for a selection of candidates which employment screening will be requested at any given time in the process.

- Open the candidates overview page

All candidates 6 🔍 📄 🏠 🔄 +

Jobs includes any: Project Man... x + Add filter Save as segment

Name or email	Candidate status	Application status	Rating	Created	Activity	Tags	Validata TST status
<input type="checkbox"/> LS Liana Spears Product	Sourced Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/> ZS Zhuri Solomon Product	Sourced Sourced application	Offer	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/> AK Asher Kent Product	Sourced Sourced application	Inbox	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/> EP Edison Potts Product	Sourced Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/> LC Lucille Cabrera Product	Sourced Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/> AB Amelia Ball Product	Sourced Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		

- Press **bulk select** (checkbox icon) in the top right menu, showing on top of the list of candidates.



- Select the checkbox of the desired candidates.

All candidates 6 🔍 📄 🏠 🔄 +

Jobs includes any: Project Man... x + Add filter Save as segment

<input type="checkbox"/>	Name or email	Candidate status	Application status	Rating	Created	Activity	Tags	Validata TST status
<input checked="" type="checkbox"/>	LS Liana Spears Product	Sourced Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input checked="" type="checkbox"/>	ZS Zhuri Solomon Product	Sourced Sourced application	Offer	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/>	AK Asher Kent Product	Sourced Sourced application	Inbox	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/>	EP Edison Potts Product	Sourced Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/>	LC Lucille Cabrera Product	Sourced Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		
<input type="checkbox"/>	AB Amelia Ball Product	Sourced Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	🔄 23 Dec '24		

- Press **more** (3 dots icon) in the action menu, showing on the bottom of the screen.
- Select **Integrations**

All candidates 6 🔍 📄 🔗 +

📄 Jobs includes any: Project Man... ✕ + Add filter 🔗 Save as segment

<input type="checkbox"/>	Name or email	Candidate status	Application status	Rating	Created	Activity	Tags	Validata TST status
<input checked="" type="checkbox"/>	LS Liana Spears Product	Sourced	Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	
<input checked="" type="checkbox"/>	ZS Zhuri Solomon Product	Sourced	Sourced application	Offer	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	
<input type="checkbox"/>	AK Asher Kent Product	Sourced	Sourced application	Inbox	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	
<input type="checkbox"/>	EP Edison Potts Product	Sourced	Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	
<input type="checkbox"/>	LC Lucille Cabrera Product	Sourced	Sourced application	Interview	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	
<input type="checkbox"/>	AB Amelia Ball Product	Sourced	Sourced application	Screening	☆☆☆☆☆	🕒 23 Dec '24	⚡ 23 Dec '24	

- 🔗 Integrations...
- 🖨️ Print
- 📄 Export
- 🏷️ Tag
- 🕒 To-do
- ➡️ Merge
- 📅 Book meeting
- 🗑️ Delete candidates

2 selected
 🏠 Move
✉️ Message
📄 Share
+
⋮ Add to job
More

- Select **Submit employment screening** of Validata

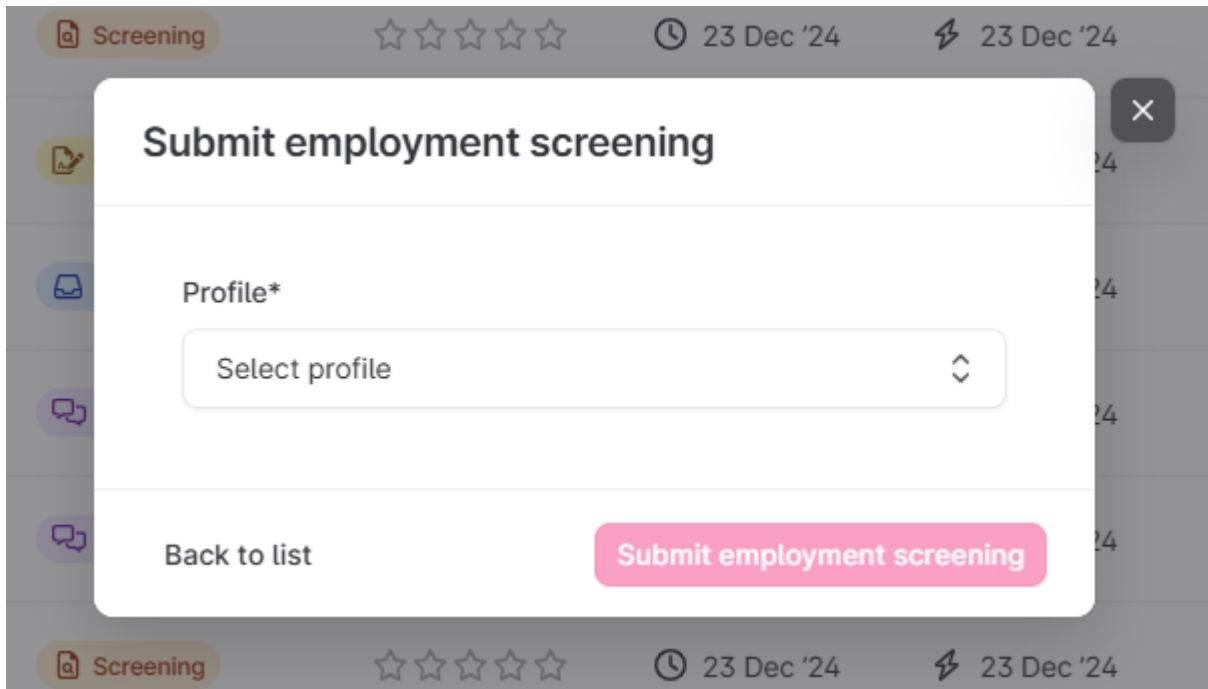
Integrations

Submit employment screening

Validata

Show all ▼

- Choose the desired employment screening profile for this candidate
- Press **Submit employment screening**



2.4 Automatic predefined profile trigger via stage change

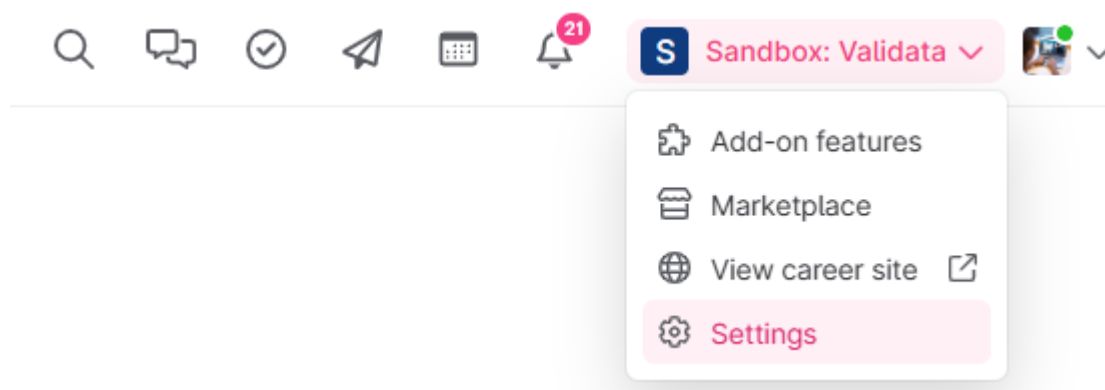
This approach will automatically send a candidate for a predefined Validata employment screening at the moment a candidate is moved to another stage, without any extra interaction of the recruiter.

These triggers can be placed on different levels for automatic executions. They can be placed on a job level and/or a job template level.

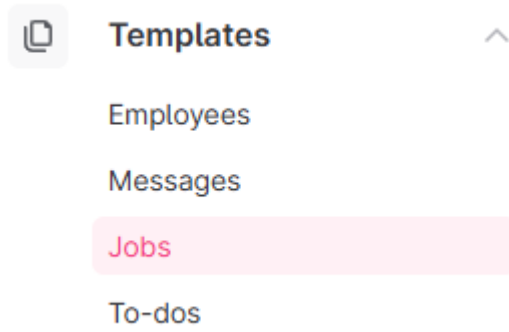
Be aware this will always trigger the predefined employment screening profile at the moment the candidate is moved to this stage. Therefore we do not recommend this approach if you have multiple employment screening profile types for different candidates within the same job. In case you would still like to adopt this approach, we recommend to create a stage for each employment screening type. Naming the stages according to the profile type, for example. 'Screening Basic' and 'Screening Plus'

2.4.1 Apply trigger on Job template level

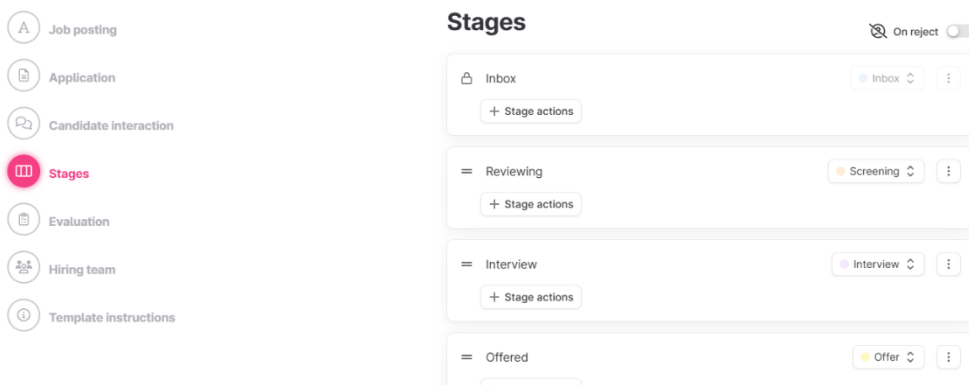
- Navigate to the settings menu > **Settings**



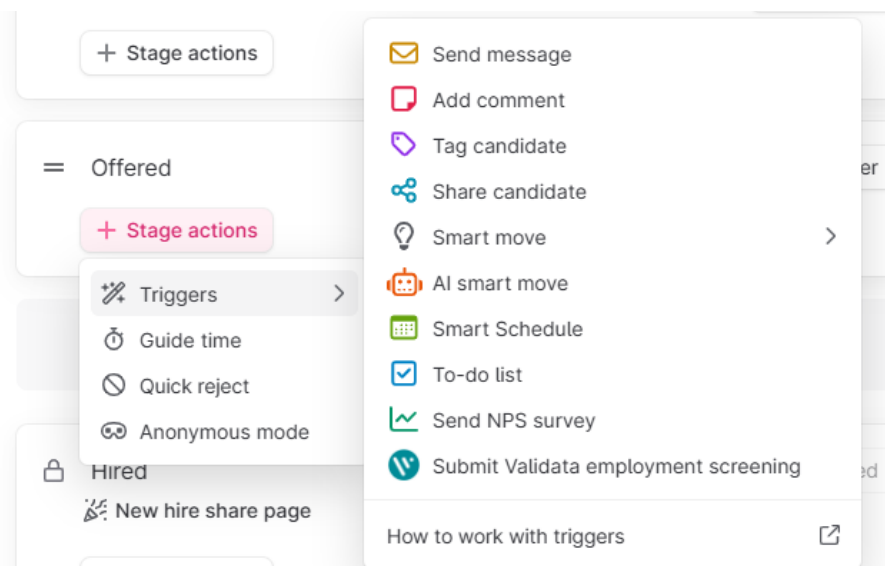
- Navigate to **Jobs** under the **Templates** section



- Select or create your desired template, be it the default or a custom template.
- Navigate to **Stages**



- Press on the **+ Stage actions > Triggers > Send Validata employment screening**



- In the popup, set a predefined employment screening profile for this job.
- Press **Add trigger** to finalize.

Stages

On reject

Submit employment screening

Every time you move a candidate to the *Inbox* stage, send the candidate to Validata TST.

Profile*

Select profile

Move candidate when complete

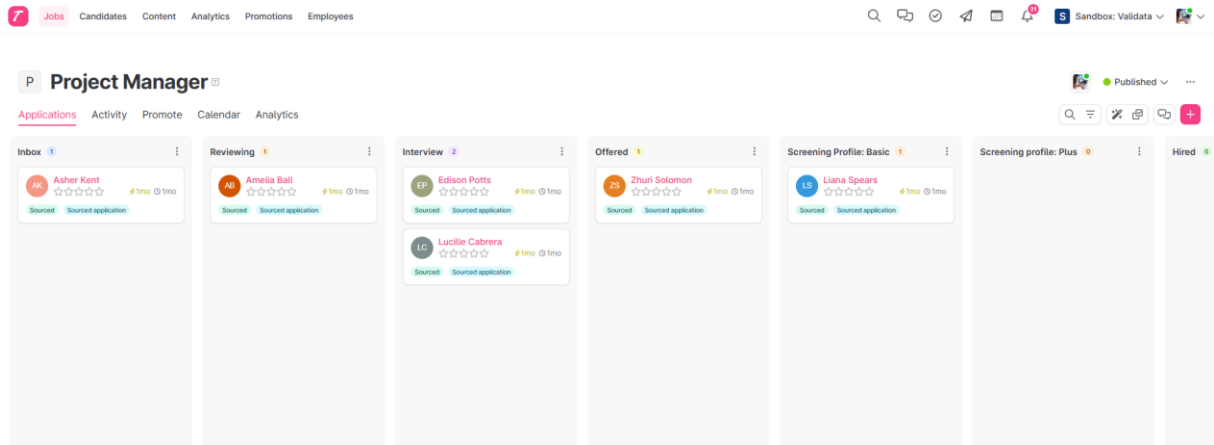
Additional options

Cancel

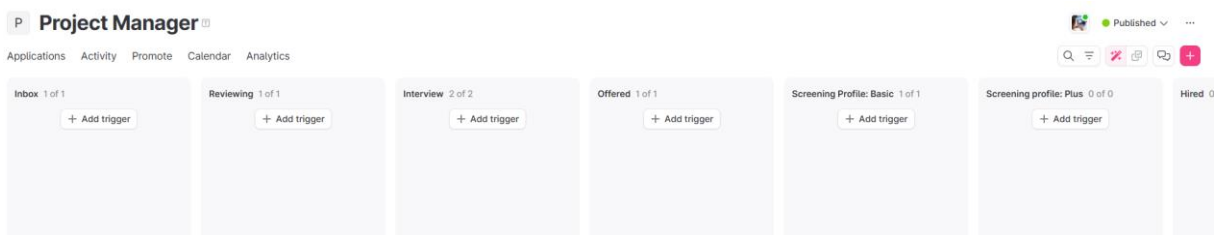
If the trigger is applied to an already existing job template. The trigger will not have a retro-active effect on existing candidates in specific stage.

2.4.2 Apply trigger on Job level

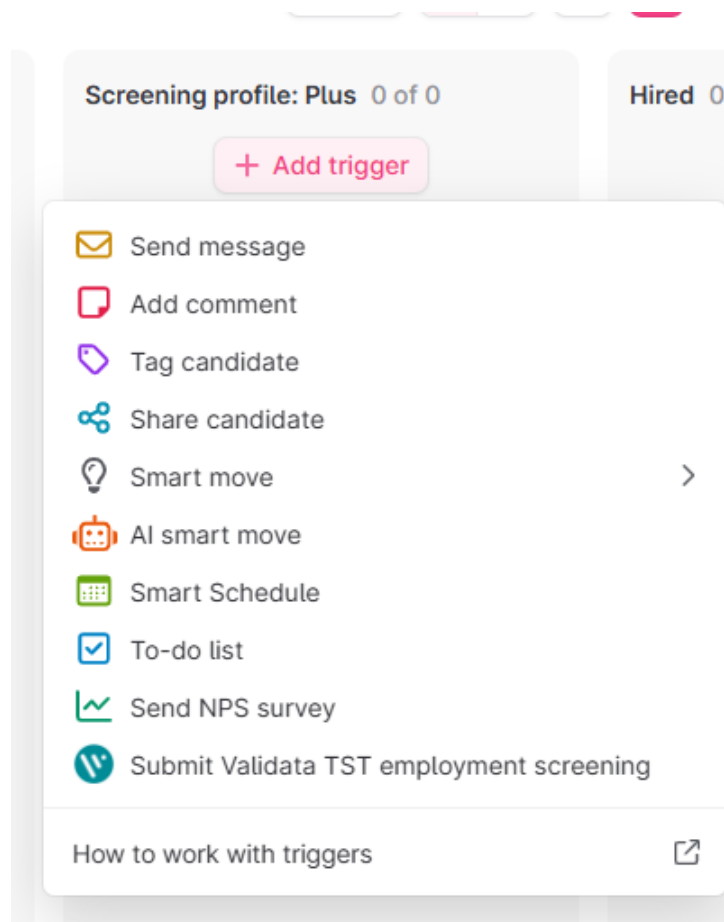
- Open the Job page of your choice, where you see the swimming lanes of the stages.



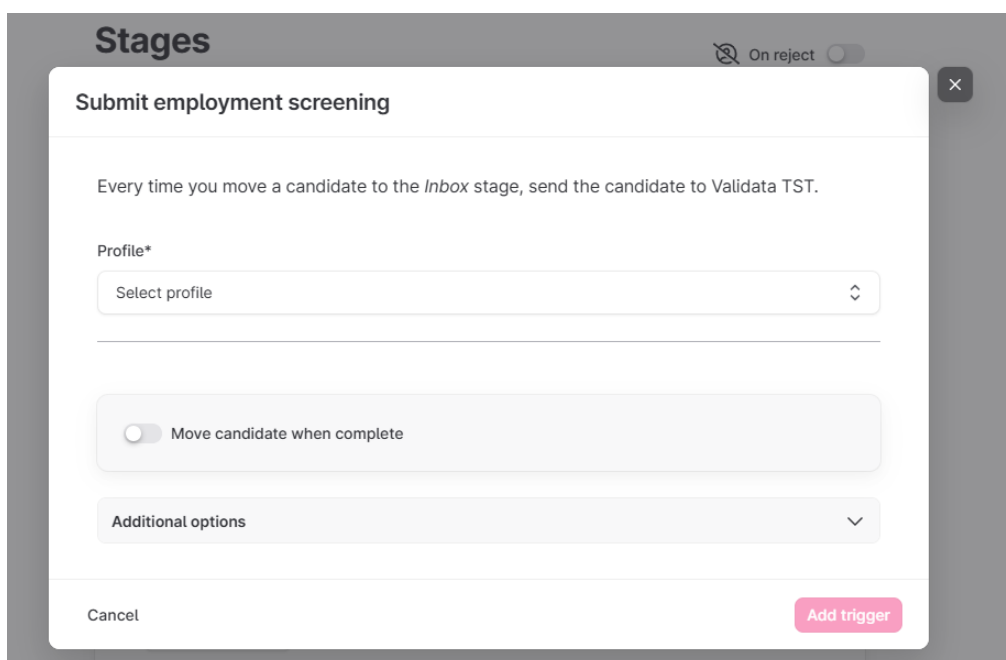
- Press the **triggers** button (icon of magic wand) in the top right menu above the swimming lanes.



- Press **+Add trigger** in the desired stage(s) and select **Send Validata employment screening**.



- In the popup, set a predefined employment screening profile for this job and **Add Trigger**.



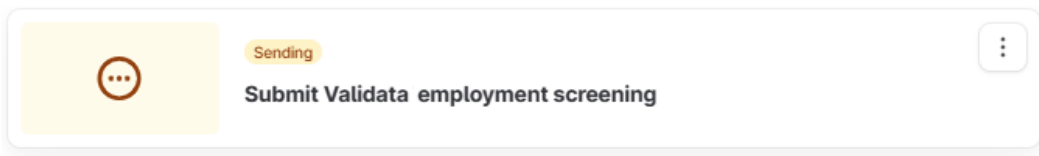
3. How to see updates on screening

Once a employment screening has been requested, the progress can be monitored from the candidate's details card. Under the candidate's details there is a section *Validata*. In which updates will appear concerning the employment screening, including the screening number and state within the Validata process. Besides updates, attachments will also appear when available. At completion of each screening an attachment will be created, called PES (Personal Employment Screening) report, containing the result of the check.

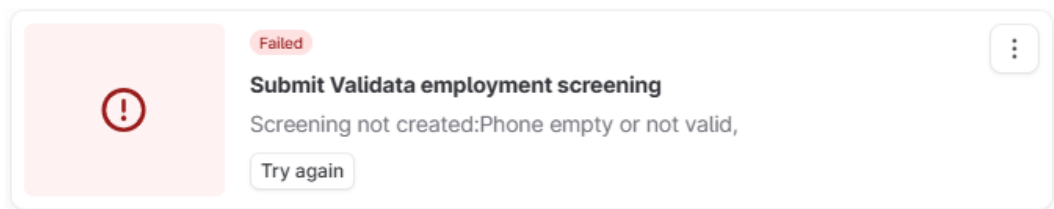
In case data is missing to request the employment screening, instructions will be shown in this section.

3.1 Updates in Teamtailor:

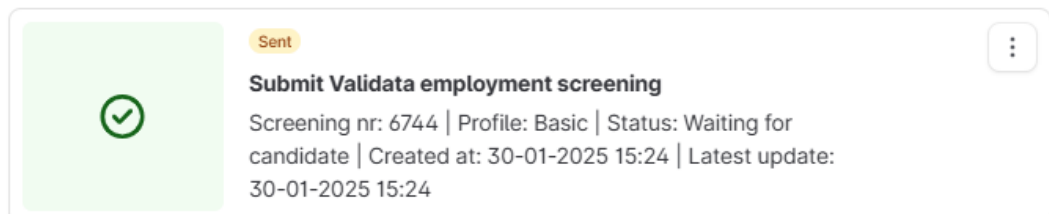
- **Sending** (employment screening is being requested)



- **Failed** (employment screening could not be requested)
 - Please follow instructions about what to adjust and try again.





- **Sent** (employment screening has been requested)
 - Candidate received an invitation to start screening.



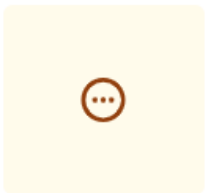

- **Pending** (employment screening is opened by candidate)
Within this status, the screening can show several screening statuses, such as:

- Processing

Pending

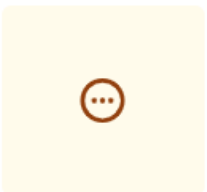

Submit Validata employment screening
Screening nr: 6744 | Profile: Basic | Status: Processing |
Created at: 30-01-2025 16:24 | Latest update: 30-01-2025 16:26

- Waiting for criminal record

Pending

Submit Validata employment screening
Screening nr: 6744 | Profile: Basic | Status: Waiting for
criminal record | Created at: 30-01-2025 16:24 | Latest
update: 30-01-2025 16:27

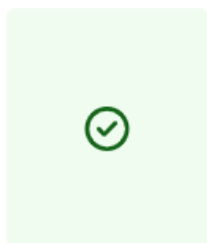

- Deactivated

Pending


Submit Validata employment screening
Screening nr: 6744 | Profile: Basic | Status: Deactivated |
Created at: 30-01-2025 16:24 | Latest update: 30-01-2025 16:30

- **Completed** (employment screening is finished)

- In this state eventual attachments can be found.

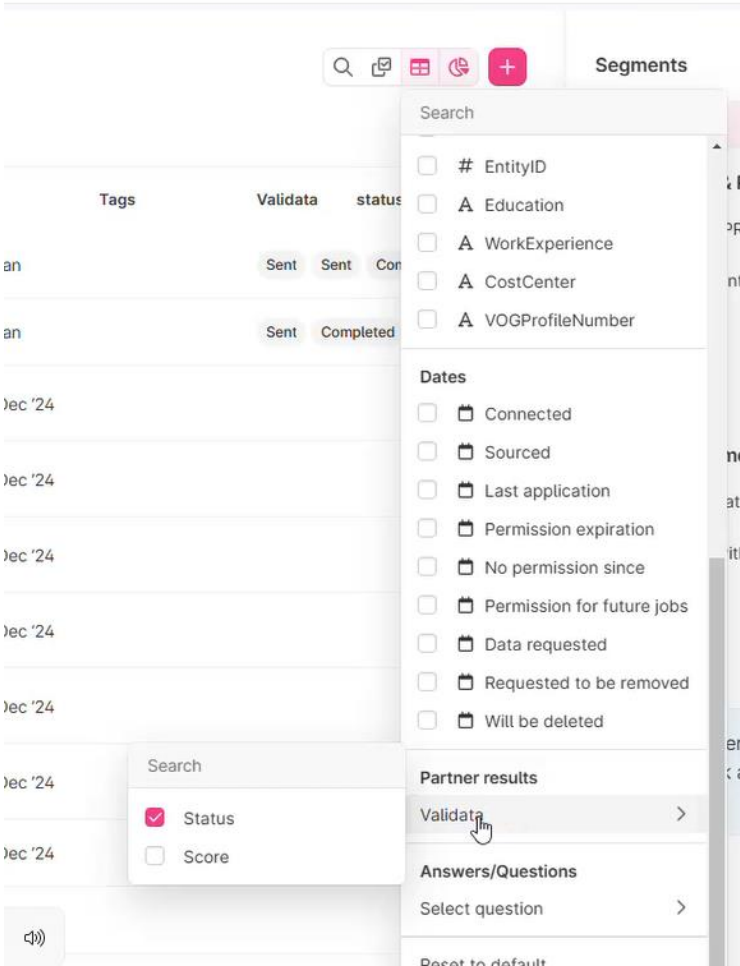
Completed

Submit Validata employment screening
Screening nr: 6743 | Profile: Light | Status: Completed |
Created at: 30-01-2025 16:11 | Latest update: 30-01-2025 16:12

 PES_Report

3.2 Tip to view status for more candidates in one overview

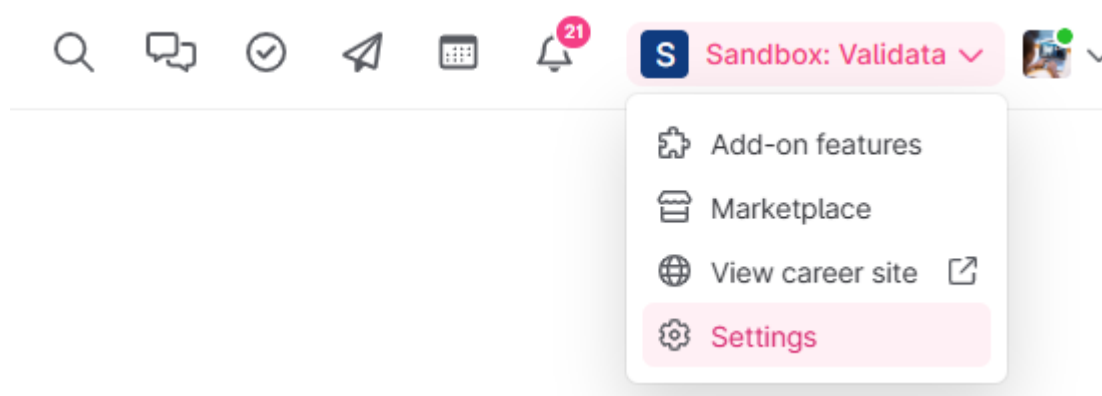
On the overview page **Candidates** add a column that shows the status of employment screening requests.



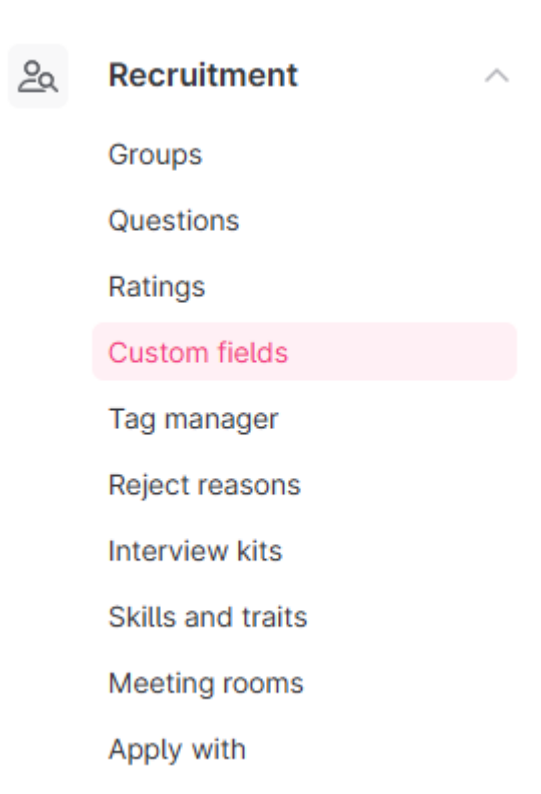
4. How to extend the integration with custom features

In case you need extra data to be send for the employment screening. These extra custom fields will show in the candidate's details card. There are already a set of extended fields available to configure. We recommend to reach out to your point of contact at Validata to correctly set up this extended configuration.

- Navigate to the settings **menu** > **Settings**



- Navigate to **Custom fields** under the **Recruitment** section



- Select the tab **Candidates**

- Press the **plus icon** button on the top right corner to add a new custom field.

Custom fields 8

Candidates 8 Jobs 0 Q +

Title	Field type	Visibility	Searchable	Created	Times used
Language	Select	Normal	●	15 Nov 2024	4
Start date	Date	Private	●	15 Nov 2024	5
COCNumber	Text	Private	●	19 Nov 2024	2
EntityID	Number	Private	●	19 Nov 2024	1
Education	Text	Private	●	19 Nov 2024	3
WorkExperience	Text	Private	●	19 Nov 2024	1
CostCenter	Text	Normal	●	19 Nov 2024	2
VOGProfileNumber	Text	Private	●	19 Nov 2024	1

- Fill in the values as described below for each used custom field. The settings, private, featured, etc. are of your own choice.

Edit custom field

Candidates
Jobs

Field type

Text

Title

CostCenter

Settings

Private
This field will only be visible and editable for Recruitment lead, Recruitment admin & company admin roles.

Featured
This field will always show, even if it's empty.

Do not show in internal filters
Hides field from the candidate filters.

+ Show API settings

Delete custom field
Save

- Click the link **+ Show API settings** and verify if the **Field API name**: is exactly as described, if not press **Edit**.

API settings

Only use as an API field
 This field will never be visible on the candidate but can be set from the API.

Api name ⓘ

Field API name: *costcenter*

Edit

× Hide API settings

- Press **Save**.

Be aware that the api name field has to be exactly as described in the document. If the api name is not corresponding as described, the data will not be passed to the check.

Language, will start a employment screening for the candidate in his/her language, instead of the company's default settings.

(recommended to always add this custom field)

- Field type: Select
- Title: Language
- Options: English, Dutch, Swedish, German
- Api name: language

Startdate, will pass the starting date of the candidate into the new position.

- Field type: Date
- Title: Start date
- Api name: startdate

Entity ID, can be used for invoicing purposes.

- Field type: Number
- Title: EntityID
- Api name: entityid

Education, name of the mandatory education. This education experience will be automatically added to the screening.

- Field type: Text
- Title: Education
- Api name: education

WorkExperience, name of the mandatory work experience. This work experience will be automatically added to the screening.

- Field type: Text
- Title: WorkExperience
- Api name: workexperience

CostCenter, can be used to specify a Purchase Order or cost center.

- Field type: Text
- Title: CostCenter
- Api name: costcenter

VOGProfileNumber, profile number of VOG (Dutch Certificate of Conduct).

- Field type: Text
- Title: VOGProfileNumber
- Api name: vogprofilenumber