



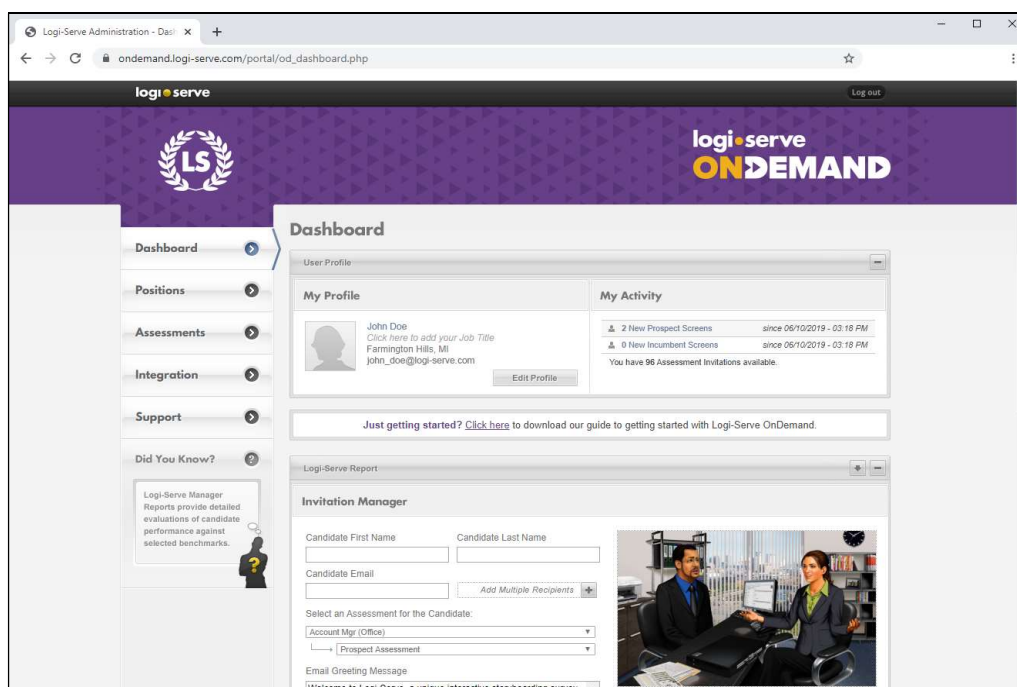
Overview

The following document describes how to establish an integration between Logi-Serve OnDemand and the JazzHR applicant tracking system. With this integration, users of JazzHR will be able to send Logi-Serve assessment invitations from within their JazzHR candidate profile and receive back to the JazzHR profile notice of assessment completion, candidate scoring, and a direct link to that candidate's profile within the Logi-Serve OnDemand system where additional candidate reports and interview guides can be found to assist in the hiring process.

Getting Integrated

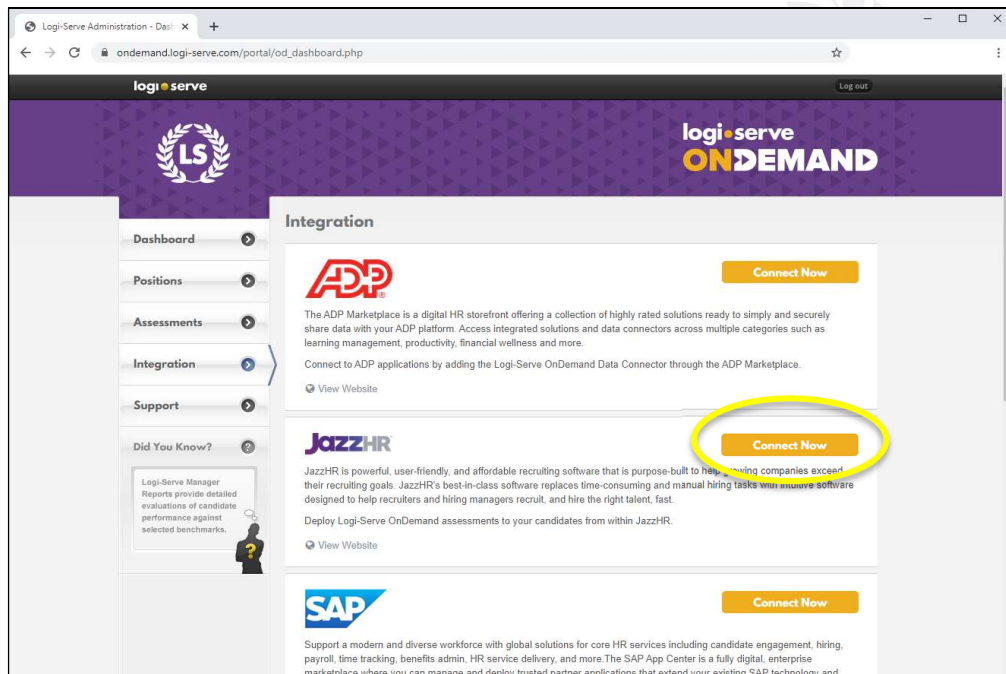
The integration process involves two simple steps inserting corresponding account keys into each system that will provide Logi-Serve OnDemand and JazzHR a secure way to identify the accounts when the two systems communicate to exchange customer and candidate information.

To begin, open your web browser of choice (i.e. Internet Explorer, Edge, Chrome, Firefox, etc.) and login to your Logi-Serve OnDemand Portal.

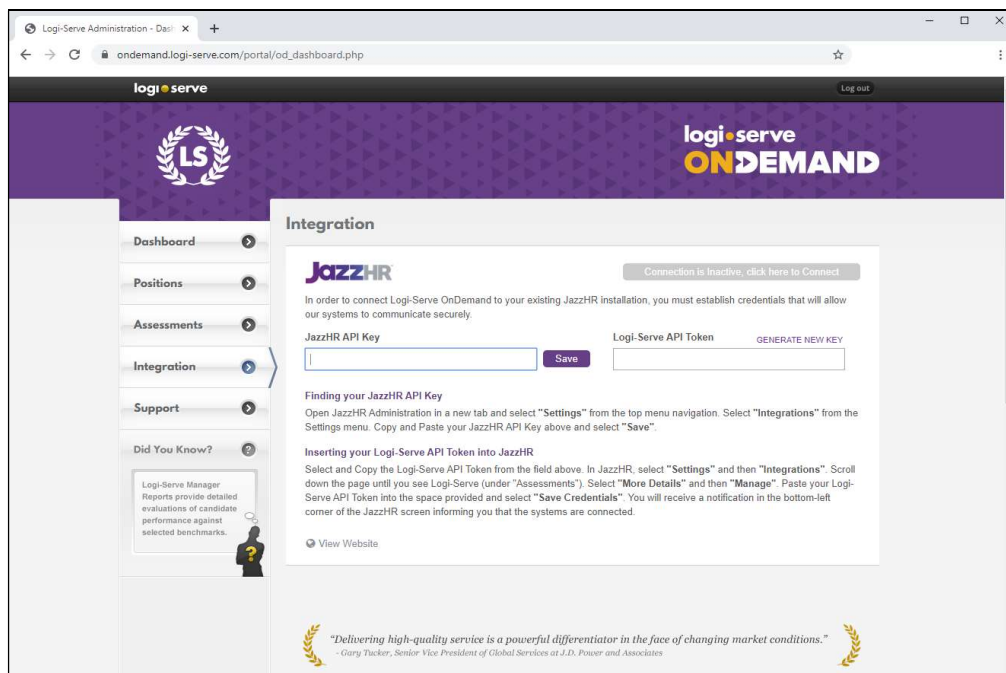




Select the **“Integration”** button in the left-hand navigation panel and scroll down to JazzHR:

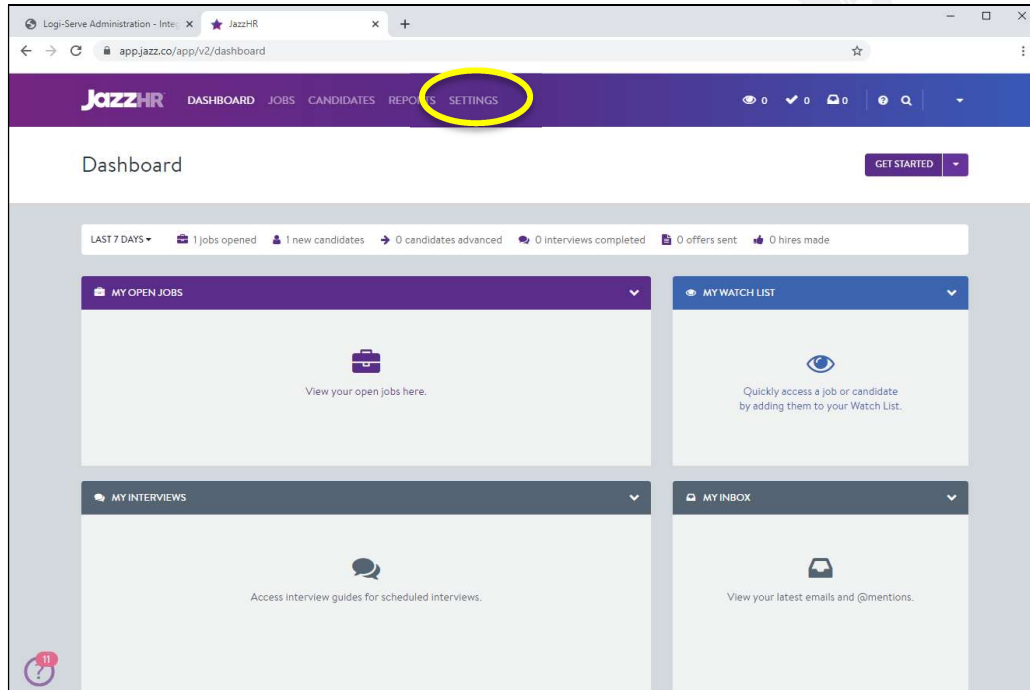


On the JazzHR panel, select **“Connect Now”** to open the connection properties page:

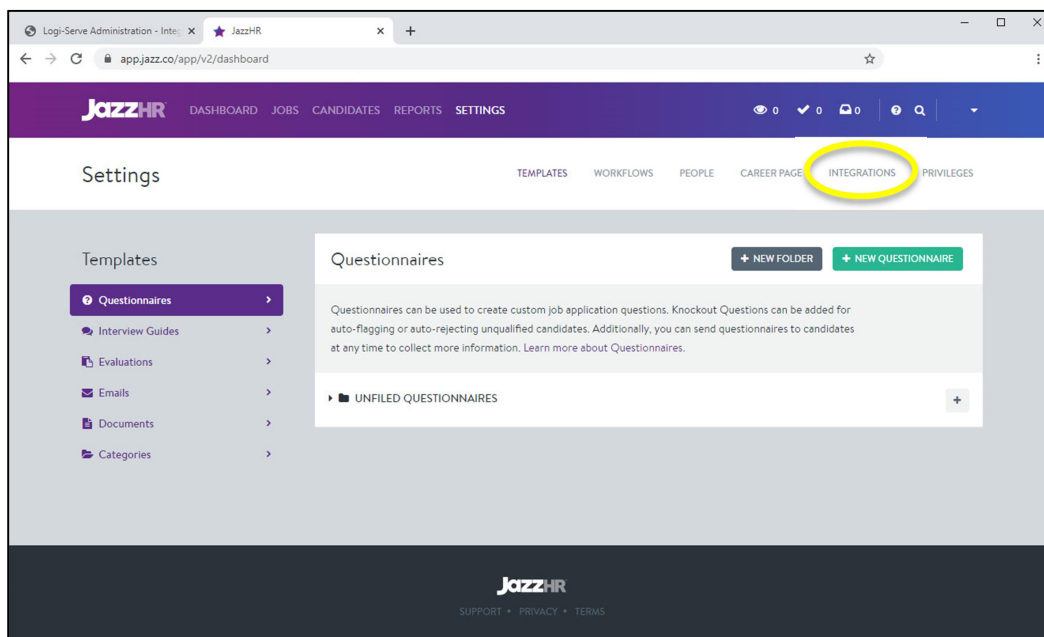




Open a new browser tab, and login to JazzHR administration and select **“Settings”**:

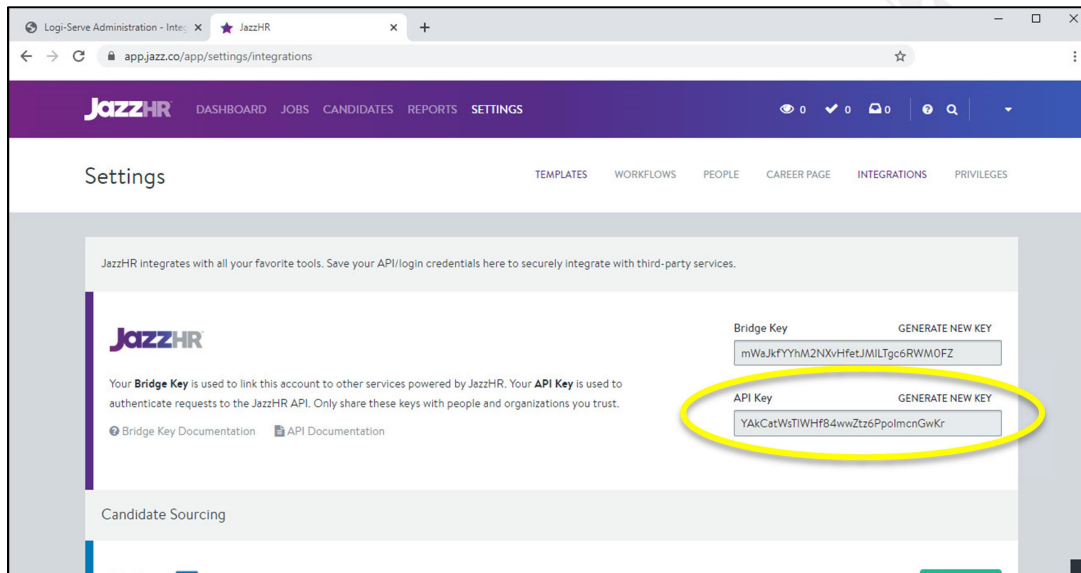


From the settings page, select **“Integrations”**:

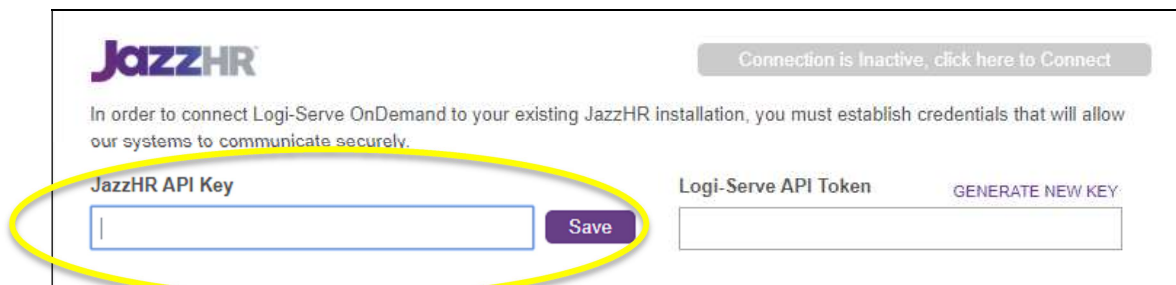




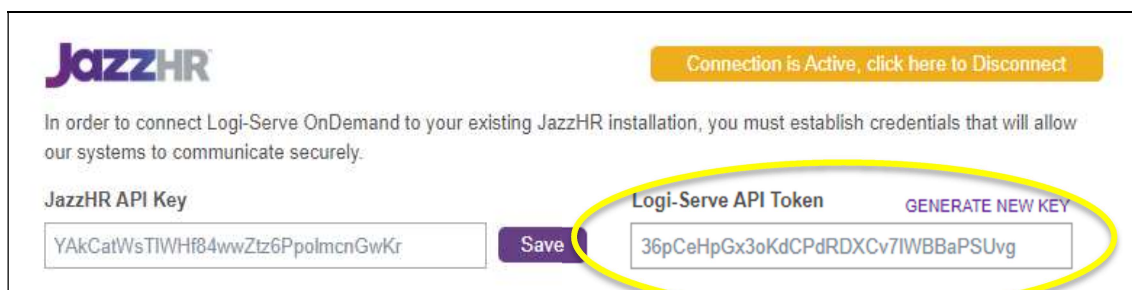
At the top of the new page, find the field “**API Key**”. With your cursor, select the contents of the field and click your right mouse button. *Copy* the 32 character API Key:



Now, switch the browser tab back to your Logi-Serve portal, and *Paste* the API Key into the designated area below. Click **Save**:

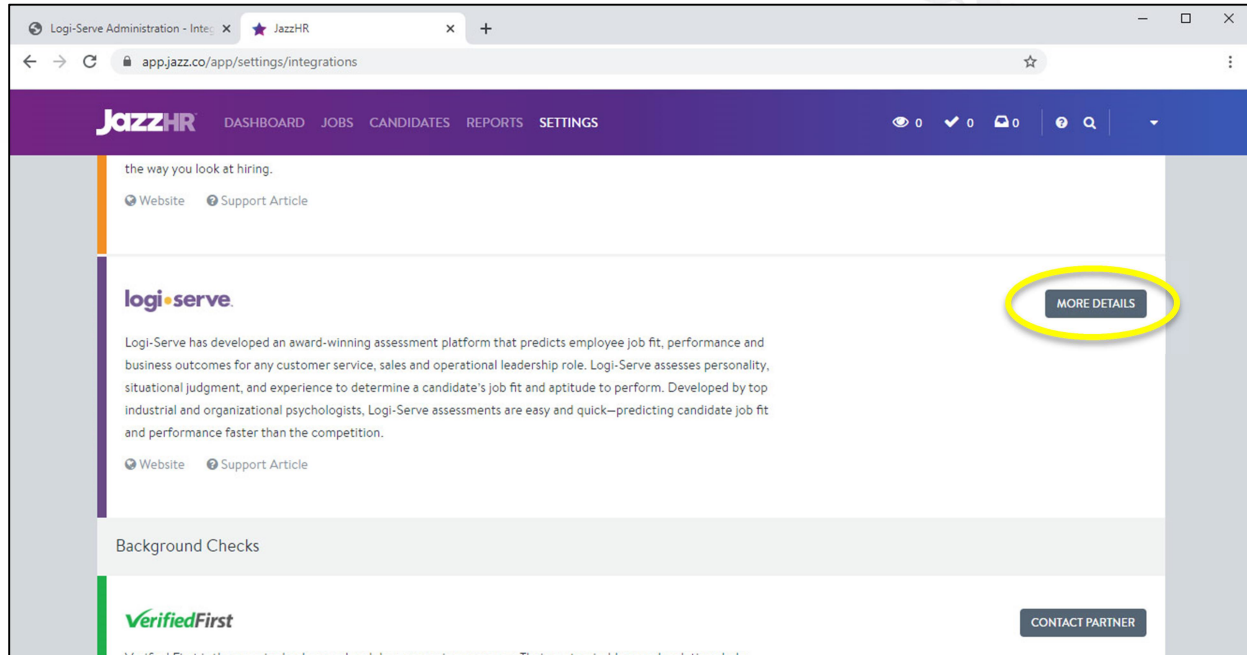


Your Connection button will light “Active” and your **Logi-Serve API Token** will appear:

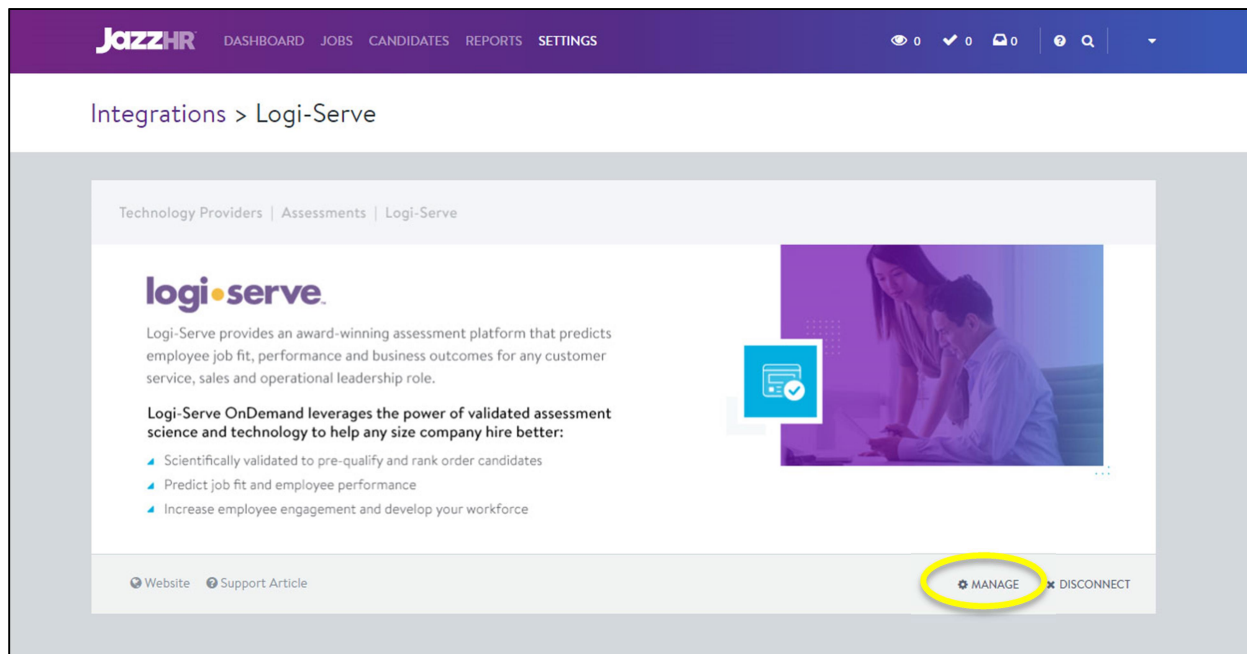




Switch the browser tab back to JazzHR, and scroll down the page until you see the Logi-Serve logo under Assessments. Click on the **“More Details”** button:

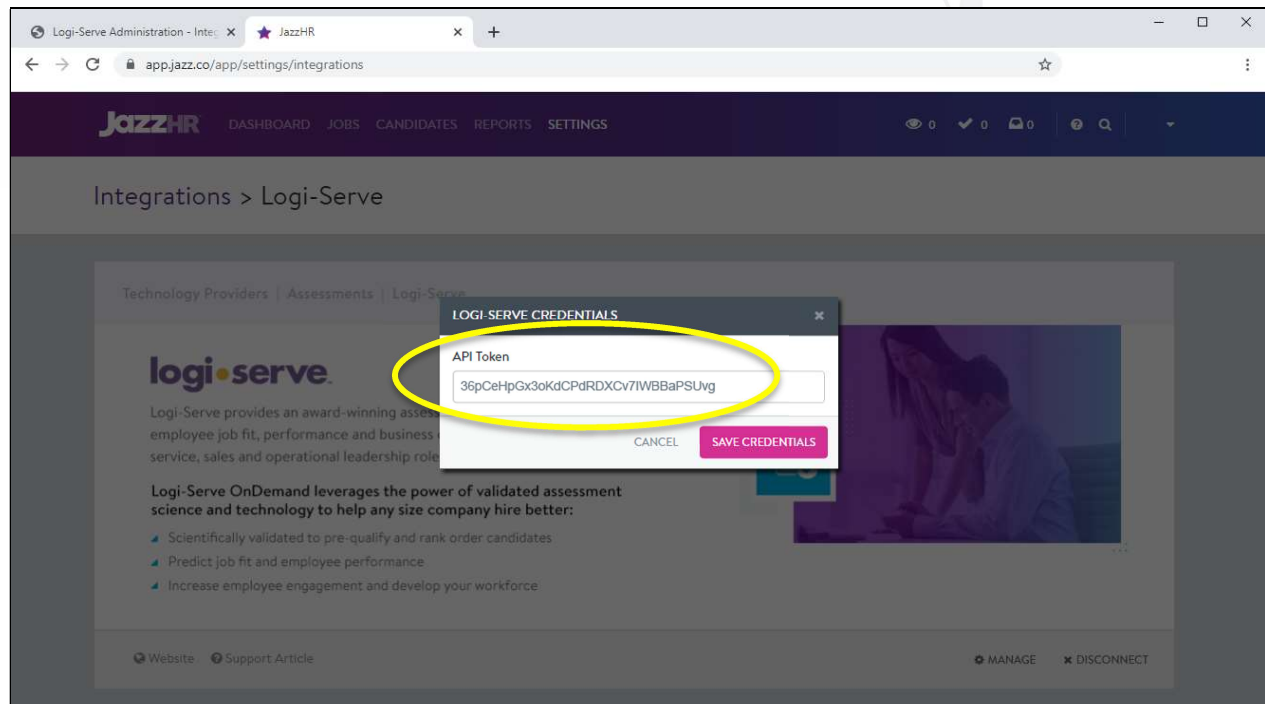


From the Logi-Serve information panel, select **“Manage”**:

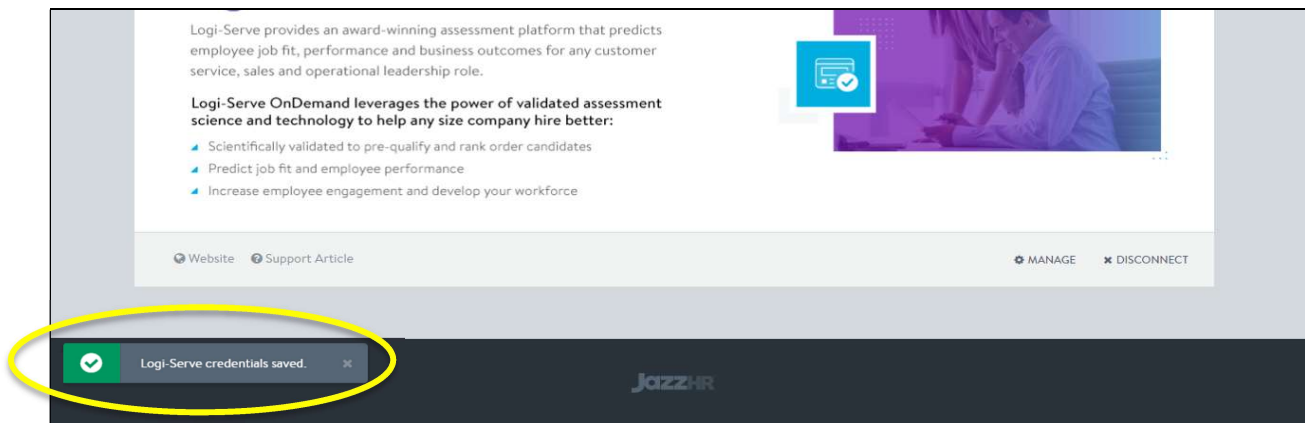




Paste the **Logi-Serve API Token** into the Logi-Serve Credentials box and click **“Save Credentials”**:



The Credentials window will close and JazzHR will validate the integration between systems. When the validation is complete, a notification will appear in the bottom left corner of your browser window indicating that the credentials have been saved.



The integration is complete – you may close both browser tabs or continue to use the applications.

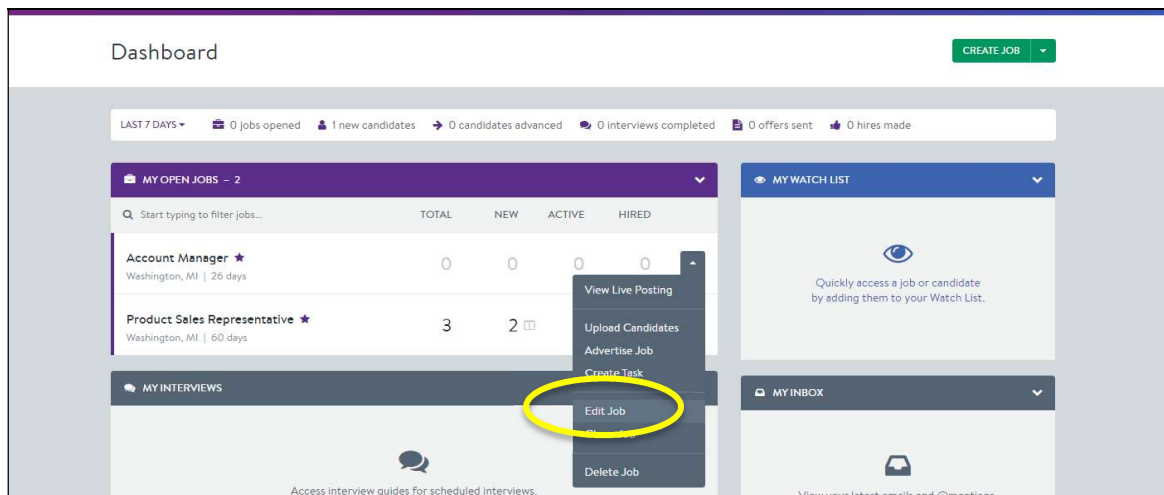




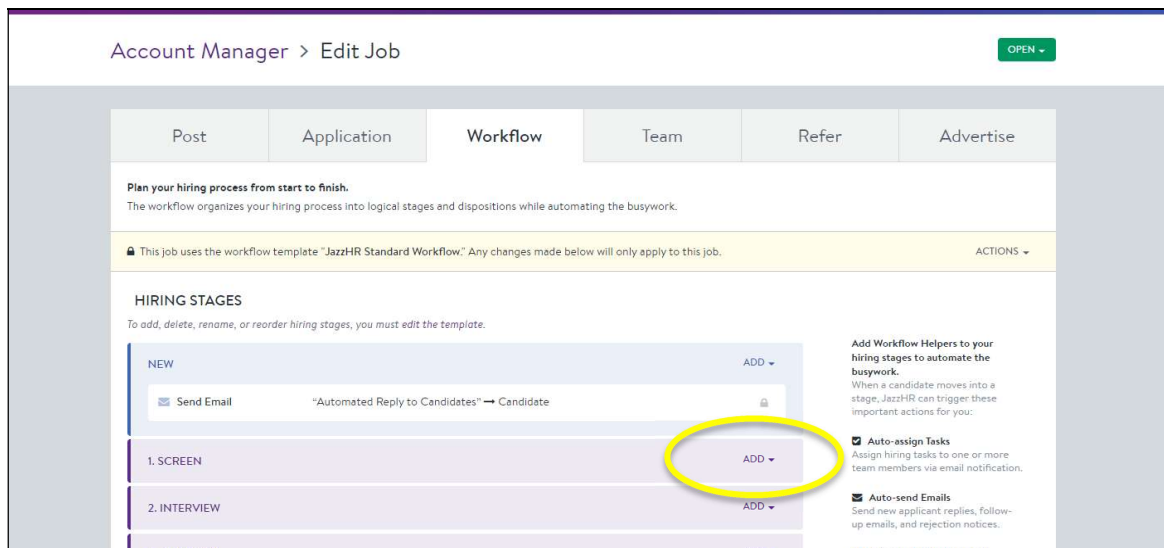
Attaching an Assessment to a Job Requisition

Before you can send assessments from within JazzHR, you must associate a Logi-Serve assessment with a new or open JazzHR **Job** requisition. These settings can be found within the **“Workflow”** tab of the **“Edit Job”** options menu.

Once you have added a Job requisition to JazzHR, select **“Edit Job”** from the Job options menu (or if you have newly created a Job, proceed to the following step):



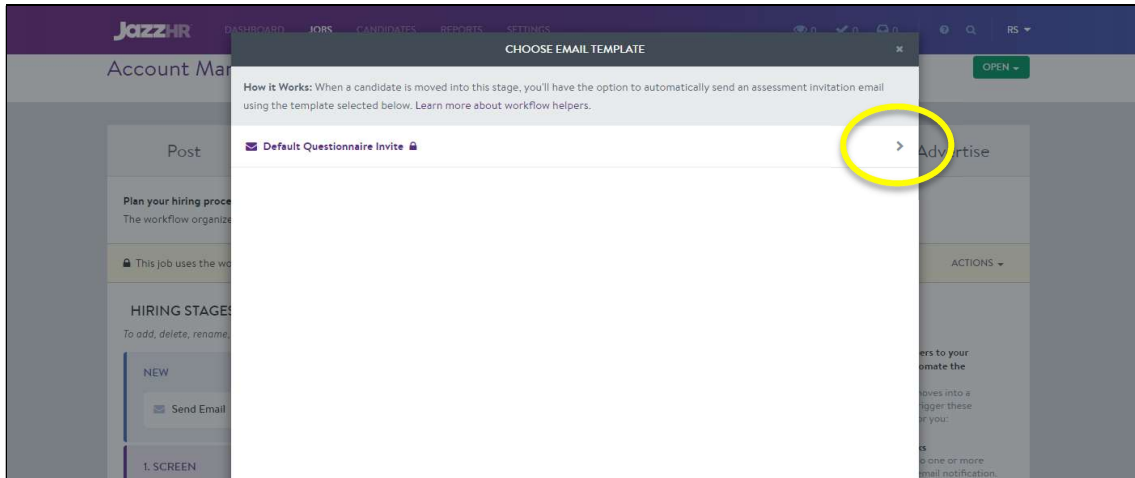
Select the **“Workflow”** tab and scroll down to the **“Screen”** option. Select **“ADD”** and choose **“Assessment”** from the listed drop-down:



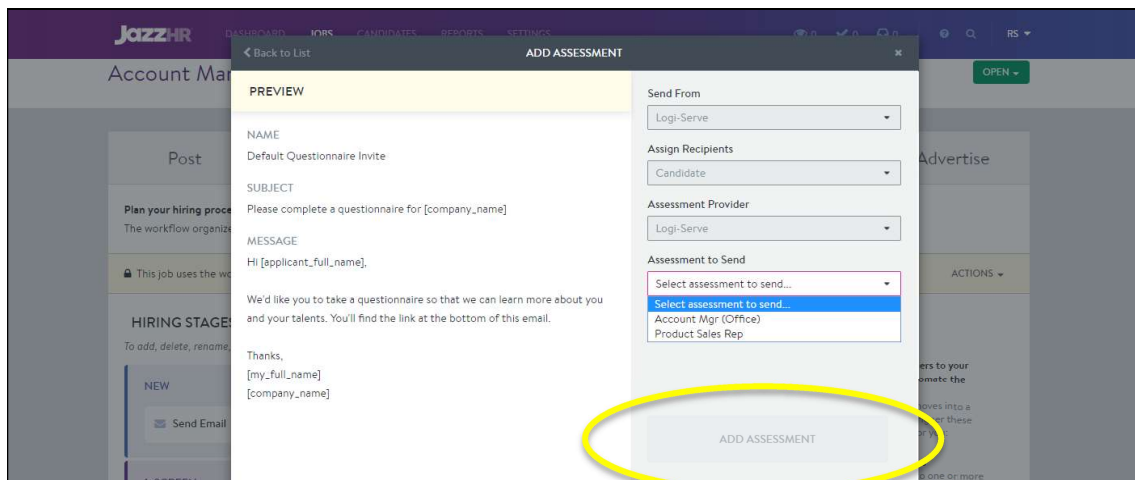


When adding an assessment to a **Job** requisition, the first thing you will be asked to select is an email template that recruiters will distribute to candidates. This email will introduce the assessment and provide the link that a candidate will use to access the assessment. JazzHR provides a “Default” email that can be tailored to your company or a specific job and saved as a custom template.

Click on the Template you wish to use for the Position and continue:



Entering the assessment Email Template screen, you will be asked to configure the various Template options as well as select the Logi-Serve assessment that will be assigned to this position. Once selected, click the “**ADD ASSESSMENT**” button to Save:





Returning to your “Workflow” screen, you can see that the Logi-Serve assessment has been added to your requisition workflow:

JazzHR DASHBOARD JOBS CANDIDATES REPORTS SETTINGS

Account Manager > Edit Job OPEN

Post Application **Workflow** Team Refer Advertise

Plan your hiring process from start to finish.
The workflow organizes your hiring process into logical stages and dispositions while automating the busywork.

🔒 This job uses the workflow template "JazzHR Standard Workflow." Any changes made below will only apply to this job. ACTIONS

HIRING STAGES
To add, delete, rename, or reorder hiring stages, you must edit the template.

NEW ADD

✉ Send Email "Automated Reply to Candidates" → Candidate

1. SCREEN ADD

📄 Send Assessment "Account Mgr (Office)" → Candidate

2. INTERVIEW ADD

3. CONSIDER ADD

Add Workflow Helpers to your hiring stages to automate the busywork.
When a candidate moves into a stage, JazzHR can trigger these important actions for you:

- ☒ **Auto-assign Tasks**
Assign hiring tasks to one or more team members via email notification.
- ☒ **Auto-send Emails**
Send new applicant replies, follow-up emails, and rejection notices.
- ☒ **Auto-send Questionnaires**
Send prequalification or follow-up questions to a candidate.
- ☒ **Conduct Interviews**





Sending an Assessment Invitation from JazzHR

Once a candidate has applied for a position, they will display counted as new candidates on your JazzHR Dashboard. Click on the **number** under “NEW”:

The screenshot shows the JazzHR Dashboard. The top navigation bar includes DASHBOARD, JOBS, CANDIDATES, REPORTS, and SETTINGS. The main content area is titled 'Dashboard' and features a 'CREATE JOB' button. Below this, there's a summary bar with statistics: LAST 7 DAYS, 0 jobs opened, 1 new candidates, 0 candidates advanced, 0 interviews completed, 0 offers sent, and 0 hires made. The 'MY OPEN JOBS' section is expanded, showing a table with columns: TOTAL, NEW, ACTIVE, and HIRED. The first row is for 'Account Manager' (Washington, MI | 26 days) with 1 total, 1 new, 0 active, and 0 hired. The second row is for 'Product Sales Representative' (Washington, MI | 60 days) with 3 total, 2 new, 0 active, and 0 hired. The 'NEW' column for the 'Account Manager' job is highlighted with a yellow circle.

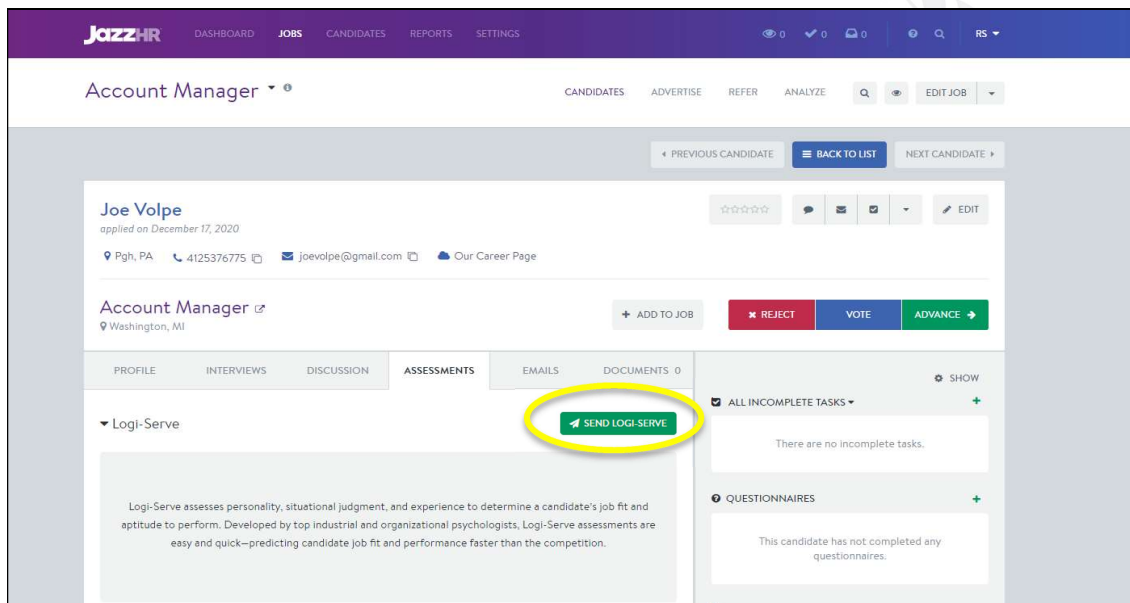
Looking at the listing, you'll notice a Logi-Serve column is visible and indicates that an assessment *has not been sent*. Click on the **candidate name**:

The screenshot shows the JazzHR 'Account Manager' job listing. The top navigation bar includes DASHBOARD, JOBS, CANDIDATES, REPORTS, and SETTINGS. The main content area is titled 'Account Manager' and features a 'CANDIDATES' section. The 'CANDIDATES' section has a table with columns: NAME, STATUS, APPLIED, and LOGI-SERVE. The first row is for 'Joe Volpe' (Pgh, PA | 412311775) with a status of 'NEW', applied on 'Dec 17, 2020', and 'LOGI-SERVE' status of 'Not Sent'. The 'LOGI-SERVE' column for 'Joe Volpe' is highlighted with a yellow circle. The right sidebar shows 'JOB INFORMATION' with fields for Job Status (OPEN), Syndicated to free job boards? (No), Check Syndication Status, Hiring Manager (Richard Stuhlsatz), and Job Visibility (Admins & Hiring Team).

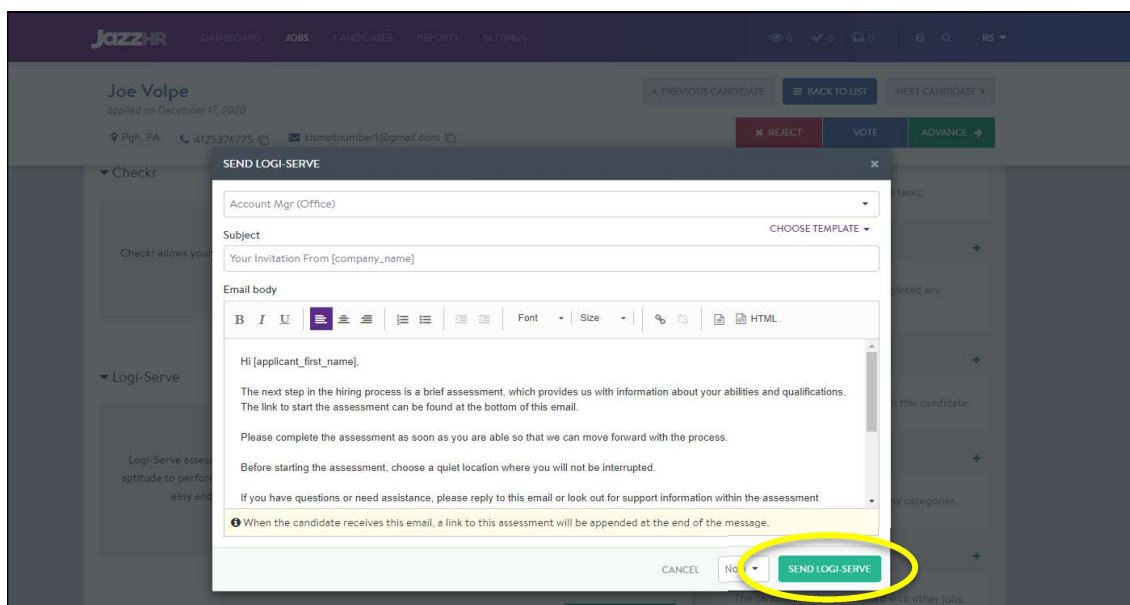




From within the candidate profile, select the “**ASSESSMENTS**” tab where you will see Logi-Serve listed. Click on the “**SEND ASSESSMENT**” button to open the “Send Logi-Serve” dialog box:

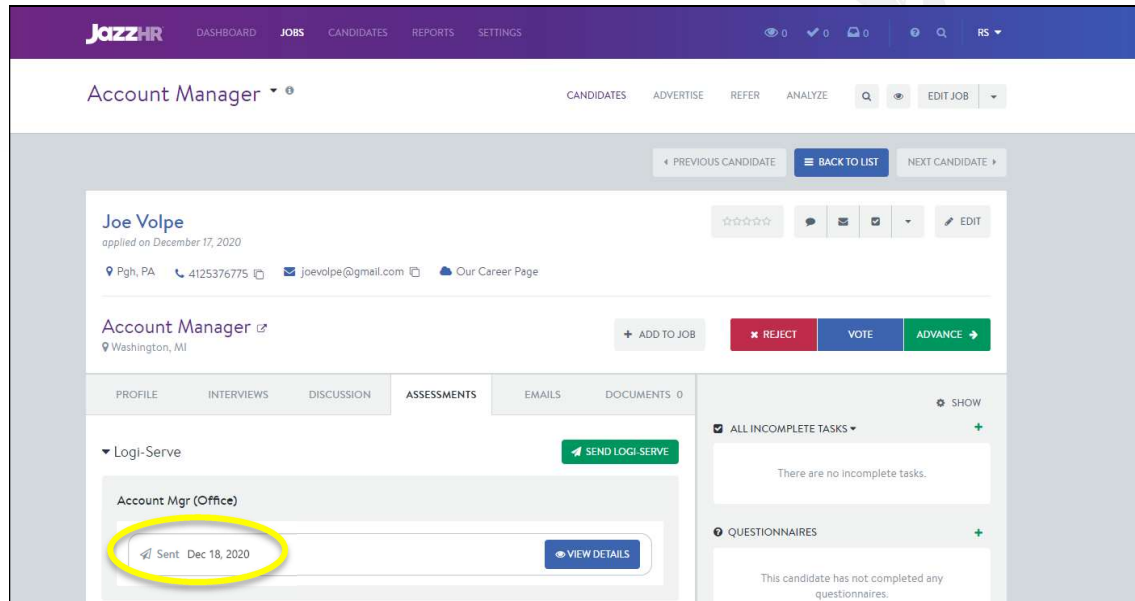


In the “Send Logi-Serve” dialog box, you may modify the Template text in the email or send as-is to the candidate. Verify that the information and assessment are correct and click the “**SEND LOGI-SERVE**” button:





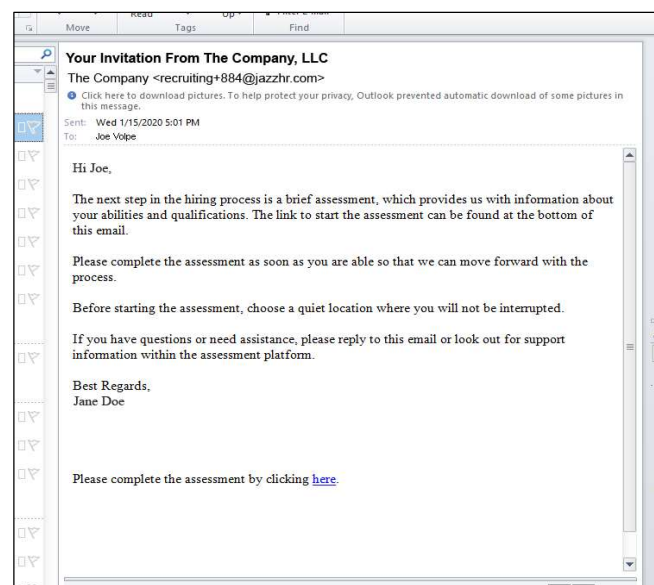
The screen will return to the Assessments main page and you will note that the assessment has been sent to the candidate.



When the candidate has completed the assessment you will be notified by email and the message on the screen will change to indicate “Complete” and specify the completion date.

Candidate Invitation

The candidate invitation from JazzHR will be a text-only invitation whose content template can be edited at the requisition level and also at the candidate level. Recruiters can configure additional parameters such as placement of the assessment link, who the email displays as being from and any additional instructions or contact information required.





Viewing Assessment Results

Once a candidate has completed the assessment, the status and score will be updated in the Assessment area of the candidate profile:

The screenshot shows the JazzHR Account Manager interface. The candidate profile for Joe Volpe is displayed, including contact information and a list of assessments. The 'ASSESSMENTS' tab is active, showing a completed assessment for 'Logi-Serve' on December 18, 2020, with a total score of 519 - Silver. A yellow circle highlights the 'Completed' status and the 'VIEW DETAILS' button. The interface also includes navigation tabs for PROFILE, INTERVIEWS, DISCUSSION, ASSESSMENTS, EMAILS, and DOCUMENTS. On the right, there are sections for 'ALL INCOMPLETE TASKS' and 'QUESTIONNAIRES'.

Clicking on the “**View Details**” button will open the Logi-Serve OnDemand Customer Portal and display the Logi-Serve candidate profile – including score breakdown and various report options:

The screenshot shows the Logi-Serve OnDemand Customer Portal. The interface includes a sidebar with navigation options: Dashboard, Positions, Assessments, Integration, Support, and Did You Know?. The main content area displays the 'Candidate Profile' for Joe Volpe, including contact information and a 'Reporting & Development' section. The 'Assessment Score Summary' section shows the current assessment date and time, and a bar chart representing the candidate's performance across various competencies. The overall score is 511, indicated by a laurel wreath icon.





Frequently Asked Questions

Q. When I attempt to send a Candidate an assessment, JazzHR is returning an error.

A. This is most likely because your account is out of assessment credits. Log into your Logi-Serve account and verify that your account has assessment invitations available. You will find this information on your Dashboard under the “My Activity” tab. To purchase additional assessments, select the “Assessments” option from your left navigation.

If this does not address your problem, return to the “Getting Integrated” section above and proceed through each step verifying that the API keys are correctly copied into both systems.

The screenshot shows the Logi-Serve OnDemand dashboard. The top header includes the Logi-Serve logo and a 'Log out' button. The main content area is titled 'Dashboard' and features a 'User Profile' section with 'My Profile' and 'My Activity' tabs. The 'My Activity' tab is highlighted with a yellow circle, showing a list of activities: '3 New Prospect Screens' and '0 New Incumbent Screens', both dated 'since 06/10/2019 - 03:18 PM'. Below this, it states 'You have 94 Assessment Invitations available.' The left sidebar contains navigation links: Dashboard, Positions, Assessments, Integration, Support, and Did You Know?.





About JazzHR

JazzHR is powerful, user-friendly, and affordable recruiting software that is purpose-built to help growing companies exceed their recruiting goals. JazzHR's best-in-class software replaces time-consuming and manual hiring tasks with intuitive software designed to help recruiters and hiring managers recruit, and hire the right talent, fast.



To learn more about JazzHR, visit [JazzHR.com](https://www.jazzhr.com).

