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# Requirements

### **From Partner:**

- Enable Wepow integration in client's account

### **From Customer:**

- List of users who should have access to Wepow
- Ingestion API Key
- Harvest API key
- Stage name to move candidate interview once it is completed

### **From Wepow:**

- Provide information to customer on how to generate Ingestion and Harvest API keys
- Enable Greenhouse integration on client's account
- Provide API Key to Greenhouse

## From Partner

Greenhouse enables Wepow integration in customer's account



## From Customer

Aside from the list of users with access to Wepow and stage name, it is important to provide:

- [Ingestion API Key](#)
- [Harvest Key](#)

Depending on which Greenhouse API we use, this might have different behaviors:

Ingestion API allows us just to get the Greenhouse job for a particular greenhouse user.  
Harvest API gives us all the jobs from an organization.

(Click on the above links to follow the below steps to create the required keys.)

## From Wepow

From the email received from iCIMS, Wepow needs to provide the following information:

- Username and Password
- IP Address(es) to whitelist
- REST Endpoint URL

# Greenhouse Integration Features

## Add Wepow to the Job's Interview Plan

From Greenhouse, add the "Wepow" stage to the job's interview plan. You can do this while creating a new Job or later from the "Job Setup" tab.

1. Go to Jobs and click on any job
2. A new tabs menus will be shown. Select Job Setup
3. Select Interview Plan
4. Click on +Add Stage



greenhouse Hi, Paola

## WePow Test Sandbox

Dashboard **Jobs** Sourcing Candidates Approvals Reports Configure Integrations + New Referral + New Job

Filter Search by name or req ID Bulk Actions

14 Jobs

Job	Req ID	Department	Office	Candidates	New	Open
Account Executive			San Francisco	1	+0	76 days

greenhouse Back to Dashboard Hi, Paola

## Account Executive

Job Dashboard Sourcing Candidates Reports **Job Setup** + New Referral

- Scorecard
- Interview Plan**
- Job Info
- Hiring Team
- Job Posts
- Notifications
- Approvals

### INTERVIEW PLAN

Configure the stages, milestones and interviews for this job. View: Stages | Milestones

Stages **Alert Settings** Interviews

Stages	Alert Settings	Interviews
Application Review		<b>Application Review</b> <span>Edit Interview Kit</span>
WePow		<b>WePow</b> <span>Edit Take Home Test</span>
Offer		

+ Add Stage



### Add Stage ✕

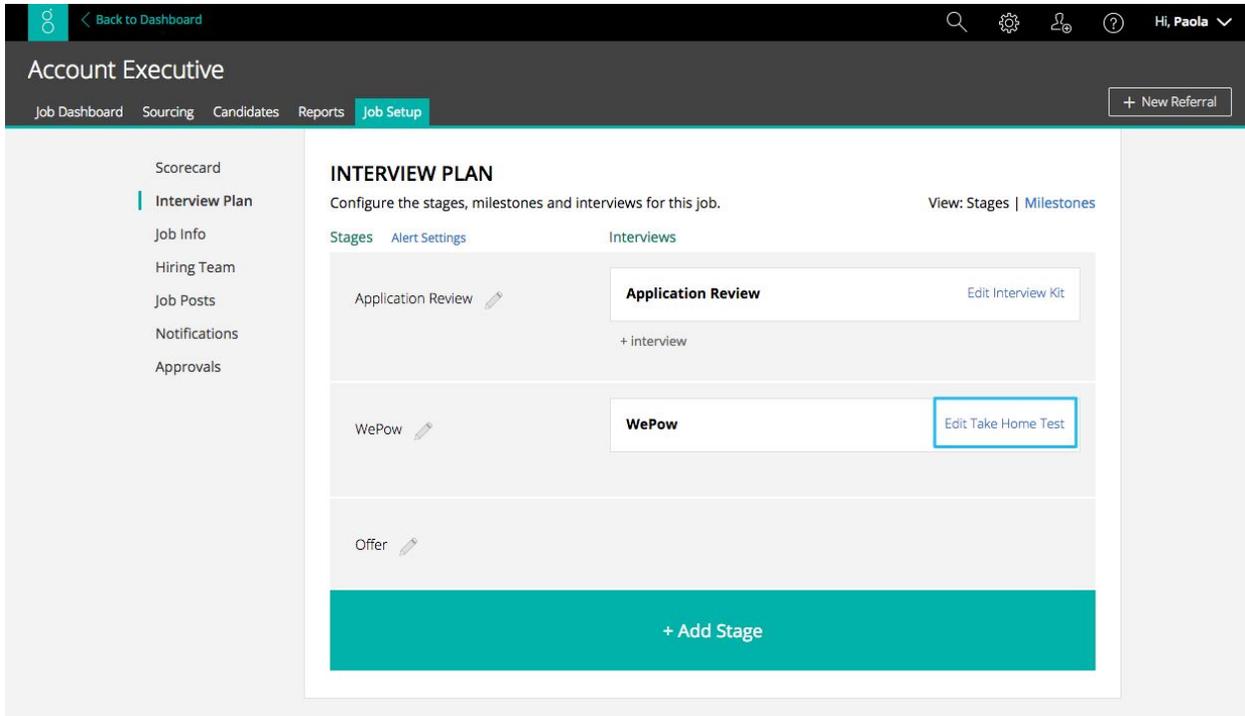
- Preliminary Phone Screen**  
A short initial discussion to introduce the company and answer any initial questions
- Reference Check**  
Speaking with past co-workers to test your opinions and uncover red flags
- Take Home Test**  
SPECIAL STAGE - Manage the workflow of sending out an assignment
- Trial Project**  
SPECIAL STAGE - Manage the workflow of sending out a project
- WePow**

Copy from another job? ▼ Cancel Add

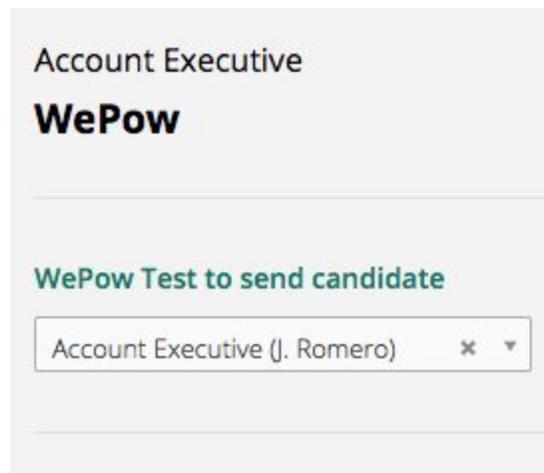
Just as you can with other stages in Greenhouse, you can move the “Wepow” stage to the place in your interviewing process it makes the most sense. It is possible to include more than one “Wepow” stage to your Interview Plan.

### Selecting a Default video interview

Once the Wepow stage is added to the Interview Plan, it can be defined the video interview to use by default for that interview stage. Click on the “Edit Take Home Test” link to choose the Wepow interview you want to assign to the job’s interview stage.



Only active interviews are displayed in the dropdown



## Sending an interview invite

From the candidate view in Greenhouse, find the “Wepow” stage and click on the “Send Test” link.



Account Executive

Job Dashboard Sourcing **Candidates** Approvals Reports Job Setup + New Referral

Alex Pichardo

Write a headline about Alex...

On 1 Job Activity Feed Details Private + Follow Alex

Account Executive  
Credited to Paola Ruiz

Move Stage Reject

Application

Stage

Scorecards

Offer Details

1. Application Review (Current Stage) Applied on Jun 22, 2017 | Jun 22, 2017

Application Review Collect Feedback View Application

+ Add Interview

2. WePow

WePow Send Test

3. Face to Face

4. Reference Check

5. Offer

Follow-up Reminder + Add

Make a Note (0) @mentions

Candidate Tags + Edit

Tools

Email the Team

Do Not Email ?

See more

Start New Prospect Process

Add, Transfer or Remove Candidate's Jobs

Confirm the email address and the video interview and click on “Send Test”.

The interview assigned to the interview stage will come selected by default. However, the user may decide to send a different video interview.

Send Test

To \* alex.pichardo@gmail.com

Test \* Account Executive (J. Romero)

Who should grade it? \* Ishan Bhide

Cancel Send Test

Inside Greenhouse app, the interview status is updated every ten mins approximately.



▼ Account Executive  
Credited to Paola Ruiz 

[↕ Move Stage](#) [✖ Reject](#)

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Application ▶ **1. Application Review** Applied on Jun 22, 2017 | Jun 22, 2017 - Jun 22, 2017

**Stage** ▼ **2. WePow (Current Stage)** Jun 22, 2017 

Scorecards WePow  Sent, a minute ago

Offer Details ▶ **3. Face to Face**

---

▶ **4. Reference Check**

---

▶ **5. Offer**

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Once the interview is marked as complete, the link to view the candidate responses is available in the interview kit section.

▼ Account Executive  
Credited to Paola Ruiz 

[↕ Move Stage](#) [✖ Reject](#)

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Application ▶ **1. Application Review** Applied on Jun 22, 2017 | Jun 22, 2017 - Jun 22, 2017

**Stage** ▼ **2. WePow (Current Stage)** Jun 22, 2017

Scorecards [WePow](#)  To be graded by Ishan Bhide, 4 days ago [Edit](#)

Offer Details [✉ Send Reminder](#)

---

▶ **3. Face to Face**

---

▶ **4. Reference Check**

---

▶ **5. Offer**

---



## Watch a video interview

To review a video interview go to the "Candidate" tab and search for your candidate. Select the option stage and click on Wepow to go to the **Interview Kit section** where the video interview is available.

▼ **Account Executive**  
Credited to Paola Ruiz 

[↕ Move Stage](#) [✖ Reject](#)

---

Application ▶ **1. Application Review** Applied on Jun 22, 2017 | Jun 22, 2017 – Jun 22, 2017

**Stage** ▼ **2. WePow (Current Stage)** Jun 22, 2017

Scorecards WePow ● To be graded by Ishan Bhide, 4 days ago [Edit](#)  
[✉ Send Reminder](#)

---

Offer Details ▶ **3. Face to Face**

---

▶ **4. Reference Check**

---

▶ **5. Offer**

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Inside the interview kit page, click on "review report" to open video interview

greenhouse Interview kit Close

Account Executive

### WePow

Interview Prep Scorecard

**WePow Report for Alex Pichardo**  
Sent by Paola Ruiz on 06/22/2017

Report [View Report](#)

Invite Sent At 2017-06-22T19:43:43+00:00  
Completed At 2017-06-22T20:03:02+00:00

After the interview

[Fill out your scorecard for this interview →](#)

Candidate: [Alex Pichardo](#)

[Download PDF](#)

View this interview kit on your mobile device

GET IT ON Google Play

Download on the App Store

## Link a Greenhouse job to a Wepow interview

In the WePow Interview creation screen, the Requisition ID field is substituted by the Greenhouse Job ID in the drop-down menu. The drop-down has a list of the jobs to which are also available in your Greenhouse account.

Title

Greenhouse Job ID

- ✓ Empty...
- 445996 - Account Executive
- 425341 - Account Executive
- 445783 - BadgerDay Demo
- 454161 - Candidate duplicate One
- 454163 - Candidate duplicate Two
- 413800 - Copy of Staging Test
- 426545 - Old Integration Test
- 426236 - QA Engineer
- 412557 - QA Engineer
- 433724 - Sales Engineer
- 433673 - Sales Engineer
- 412581 - Sales Engineer
- 426150 - Sales Manager
- 413799 - Staging Test

Set deadline

Candidate individual deadline

7 days after initial invitation is sent

Fixed deadline

Save Draft Done

ADD ITEMS FROM THE "RESOURCE" SIDEBAR

Once a candidate completes a WePow interview that has a linked Greenhouse Job, the



candidate appears in Greenhouse.

With proper integration setup, the candidate will also be moved to the specified stage in the Greenhouse Job interview plan.

The screenshot displays the 'Account Executive' candidates page in Greenhouse. The navigation bar includes 'Job Dashboard', 'Sourcing', 'Candidates' (highlighted), 'Reports', and 'Job Setup'. Below the navigation, it states 'Showing 2 candidates or prospects for Account Executive [x], who are active [x]'. There are buttons for 'Export', '+ Add Candidate', and 'Bulk Actions'. A search bar is present with the text 'Search name, title, company' and a magnifying glass icon. Below the search bar is a checkbox for 'Search resumes and notes'. The 'Sort' section includes a dropdown for 'Last Activity (new to old)', a dropdown for 'Candidates + Prospects', and a checkbox for 'Who I'm Following'. The 'Job' section includes dropdowns for 'Job', 'Open Jobs', 'Stage', and 'Reached Milestone'. The candidate list shows two entries: 'Paola Ruiz' with a note 'Take Home Test to be sent' and 'John Doe' with a note 'Scorecard due from Jaime Romero'.

## Greenhouse Candidate Details

### Interview invitation and completion details

Once the candidate completes her interview, a note like the one illustrated can be found in the activity feed.



Alex Pichardo 

Write a headline about Alex... 

On 1 Job **Activity Feed** Details Private

+ Follow Alex

Show:  Interviews  Notes  Emails  Activity Newest first 

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**Activity** Jun 22nd, 2017 3:44pm

Alex Pichardo submitted a take home test via WePow.

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**Activity** Jun 22nd, 2017 2:43pm

Alex Pichardo was moved into WePow for Account Executive on 06/22/2017 by Paola Ruiz

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**Activity** Jun 22nd, 2017 2:41pm

Paola Ruiz added Alex Pichardo through Greenhouse.

The note details are:

- **Invitation sent on:** Date on which the interview invitation was sent to the candidate.
- **Interview completed on:** Date on which the interview was completed by the candidate.
- **Interview URL:** Link to see the candidate answers in WePow. (Login required)

## Form Answers

If your WePow interview required the candidate to fill a form before answering the questions, you'll be able to see the form's answers in Greenhouse as well in the activity feed.



Alex Pichardo

Write a headline about Alex...

On 1 Job

**Activity Feed**

Details

Private

+ Follow Paola

Show:  Interviews  Notes  Emails  Activity

Newest first

**Note (Public)** Jaime Romero

Jun 22nd, 2017 3:03pm

Form

1. What languages do you speak?

English

2. Are you willing to relocate?

Yes

[Edit](#) | [Delete](#)

## Decision candidate status

If you decide to approve, dismiss or hire a candidate in WePow, you'll be able to see that change in the Greenhouse activity feed for that candidate as well.

You'll also see a link to see the candidate answers in WePow.



Alex Pichardo

Write a headline about Alex...

On 1 Job **Activity Feed** Details Private

+ Follow Paola

Show:  Interviews  Notes  Emails  Activity

Newest first

**Note (Public)** Jaime Romero

Jun 27th, 2017 12:05pm

Decision status updated:

On: June 27, 2017 10:05 AM

By: Paola Ruiz

New status: Approved

Interview URL:

<https://greenhousedemo.wepowapp.com/app/interviews/58c72cdfa387554484003595/application/594c1defff5a54516830eac5>

[Edit](#) | [Delete](#)

**Note:** Any further changes in the decision status will make it to the Greenhouse system as well.

Thank you for using the Wepow Help Center! Our goal is to provide you with excellent customer service, and improve your experience when applying for a new job online!