

## Finding errors in the Notion Api call to create a page

- **Error Parsing JSON body due to following two errors:**

1. The value of the key “Start” for “Date they can start” is missing double quotes to represent a string.

```
"Date they can start": {  
  "date": {  
    "start": "2024-05-10T11:00:00.000",  
    "end": null  
  }  
}
```

2. There should be a closing curly braces of the properties & a comma before children.

```
},  
"children"
```

- Notion-version missing in the api call.

```
-H 'Notion-Version: 2022-06-28'
```

- To call the api to create page on Notion, it is required to use database\_id instead of page\_id.

```
{ "database_id": "d9824bdc84454327be8b5b47500af6ce" }
```

- rich\_text in the paragraph should be an array for the content “Write a little about yourself” not an object {}.

```
"paragraph": {  
  "rich_text": [  
    {  
      "type": "text",  
      "text": {  
        "content": "Write a little about yourself!"  
      }  
    }  
  ]  
}
```

✓ Please find the corrected version of the code & the expected output on [my Github page](#) .

# **Automated Onboarding Plan**

Transitioning from a manual to an automated onboarding process involves multiple steps, including integrating various tools, which may cause temporary system downtime. However, implementing an automated workflow can significantly enhance the recruitment process, particularly for organizations still relying heavily on manual methods. For a rapidly growing company like Pleo, where hiring is frequent, an automated process would minimize human error, accelerate hiring, and boost overall efficiency.

An automated system would not only streamline tasks for the recruitment team but also provide a smoother experience for new hires, enabling them to start more quickly. With that in mind, I'd like to offer a solution to make the onboarding process as automated as possible, ensuring consistency and quality as the company continues to expand. I've also included links to relevant tools and integration guides for reference.

## **1. Tools Required to Accomplish the Task:**

For each major step, I recommend the following tools:

- **Lever** as the Applicant Tracking System (ATS) for managing applications and interviews, simplifying candidate tracking and interview stage management.
- **DocuSign** for handling e-signatures, making the signing of contracts and NDAs secure and straightforward for both parties.
- **Checkr** for background checks, which integrates seamlessly with BambooHR.
- **BambooHR** as the HRIS to manage employee data and onboarding tasks.

## **2. Integration of Tools:**

I would connect these tools using either Zapier or native API integrations to automate data flow between each step. For instance, when a candidate's status is set to "hired" in Lever, their data would automatically flow into BambooHR, triggering mandatory tasks such as background checks, document signing, and other onboarding processes. Updates on each process can be shared via Slack or Gmail. Here are links to relevant integration guides:

[Lever Integration with BambooHR](#)

[Checkr Integration with BambooHR](#)

[DocuSign Integration with BambooHR using Zapier](#)

## **3. Role-Based Access Control (RBAC):**

I would implement role-based access control in HRIS to ensure stakeholders only see information relevant to their roles.

## **4. Key Metrics:**

BambooHR and Lever have useful reporting features that I would use to track the following:

**Time-to-Hire:** How long each role takes to fill

**Time-to-Onboard:** How long it takes from offer acceptance to completing onboarding

**Diversity Metrics:** Progress toward our diversity and equity goals

These reports would give insights into bottlenecks and highlight areas for improvement.

## 5. Potential Risks and Mitigation

- **Automation Failures:** If integrations fail, the process could stop. Mitigation: Have manual fallbacks and regularly test automation.
- **Poor Candidate Experience:** Too much automation can feel impersonal. Mitigation: Balance automation with personal communication, including human check-ins at key points.
- **Data Security:** Handling sensitive data like contracts and checks introduces security risks. Mitigation: Employ end-to-end encryption and two-factor authentication.

## 6. Pros and Cons:

This setup would save time, improve the candidate experience, and make onboarding smoother. The biggest challenge would be the higher initial cost and time investment for setup. However, in the long run, it would save time and support faster growth for a company like Pleo.

Please find the flowchart below for visualization:

