

# Selectrak Web Services

## Technical Documentation

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## Table of Contents

1	Overview .....	3
2	Definitions .....	3
3	Diagram .....	4
4	Overview of Process .....	5
5	Technical Aspects of Selectrak Services.....	6
5.1	Selectrak Web Service .....	6
5.2	Method <AssessmentOrder> .....	6
5.3	RESPONSE: <AssessmentOrderAcknowledgement>.....	7
5.4	Method <AssessmentStatus> .....	7
5.5	Post (Results) .....	7
5.6	AssessmentOrderRequest: .....	8
5.7	AssessmentOrderAcknowledgement: .....	9
5.8	AssessmentStatusRequest: .....	9
5.9	AssessmentResult (final post):.....	10
6	Appendix A – Status .....	12
7	Appendix B - Error Messages .....	13

## 1 Overview

The purpose of this document is to explain the technical aspects of Selectrak Services and the processes that are used for integration into the Selectrak System. The interface and services listed are used for any data messaging from an external system to Selectrak that need to happen in a “real time” way. Typically this method will be used for constant and predictable data communications between systems and not for a “data dump” or other type of data conversion.

The procedures and processes that a customer must perform in order to be able to integrate with the Selectrak system are based upon the industry accepted HRXML standard for processing requests. The general outline of the standards is well documented [here](#). Selectrak Services are currently utilizing version 2.5 of the HRXML standard. This document will also give examples of how to utilize Selectrak Services for integrating your ATS system/s.

## 2 Definitions

Selectrak - Select International Applicant Tracking System/Assessment Engine

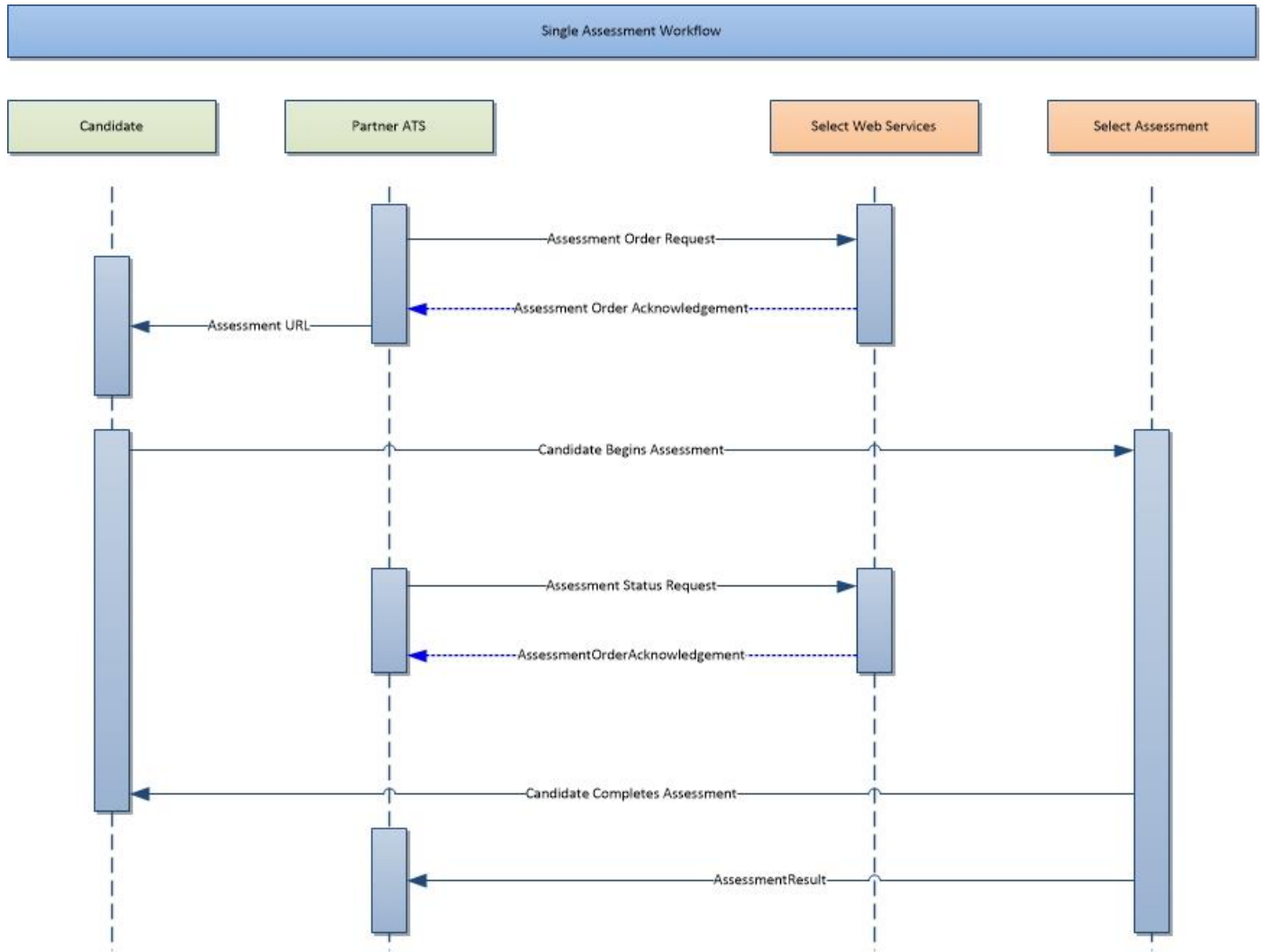
ATS - Applicant Tracking System or any other system that may be utilizing Selectrak Services for integration.

Candidate - applicant or other system user who will be completing the assessment(s)

Client - Select International customer/client

Assessment - a test or series of tests that are provided to a client for the purpose of assessing the skills or job propensity of a Candidate.

### 3 Diagram



## 4 Overview of Process

The following is a workflow overview of the process.

1. The customer initiates an HTTPS Post to our server that sends a single XML file to the Selectrak server.
2. Selectrak validates the user information contained in the URL string to ensure that access should be granted.
3. Selectrak parses the XML file and performs the appropriate action based on the request.
4. If the entire process is successful, the system returns an HTML response with the Status of the current Assessment. Appendix A displays the status'. If a problem has occurred the system returns an HTML response with an error code. Appendix B lists the possible error codes that can occur.
5. Once the assessment is completed the results are posted back to the ATS via XML. The results are posted to a URL that will be supplied by the Client. The results can be posted to an ATS Web Service or an input page able to accept HTTP Posts. The default method is an HTTP Post.

## 5 Technical Aspects of Selectrak Services

### 5.1 Selectrak Web Service

The web service will allow Selectrak to handle and manage requests for client generated sessions. The website link used to call the service is in similar to the following link:

- [https://clientsite.selectrakonline.com/Services/SelectInternational\\_HRXML.aspx](https://clientsite.selectrakonline.com/Services/SelectInternational_HRXML.aspx) \*
- Where clientsite is unique to each client implementation. The exact URL will be provided by Select International during the configuration and setup process.
- The Web Service methods accept an XML String (samples below.)
- The Web Service processes the XML and will update the XML with a <Status> node on a successful attempt at generating the assessment link. An “Error Message” will be sent in case of error with the request (see Error Messages below).

\*<https://clientsite.selectrakonline.com> refers to the specific site set up for the client in the production environment. This URL is to a working demo of the Web Service during the testing phase of the integration. The production URL will be provided during the client set-up process.

### 5.2 Method <AssessmentOrder>

AssessmentOrder makes the request for an assessment. Upon processing the request, Selectrak will, via the response, pass back a link that can be used to directly link to the requested assessment. **xdocPayload** is the parameter for storing the xml data string.

The following variables are **\*REQUIRED\*** to be included in the Assessment Order by Select Services. All values are DataType String. Please refer to the “AssessmentOrderRequest” xml example below.

- Variable: **[ClientCode]** supplied by Select International
- Variable: **[ProviderKey]** supplied by Select International
- Variable: **[CustomerNumber]** supplied by Select International
- Variable: **[REQUISITIONID]** supplied by Select International – coded value for specific assessment and scoring for a candidate (related to a position). ***This is the field where you will pass the id for the assessment you wish to launch***
- Variable: **[EMPLOYEEENUMBER]** supplied by client/ATS. This will be the unique key to link responses back to a particular candidate.
- Variable: **[CallbackURI]** supplied by client/ATS. This is the address that the candidate will be redirected back to after completing an assessment.

The **<AssessmentPersonDescriptors>** node is where the ATS can pass EEOC data regarding the candidate.

The **<AdditionalField>** node is where the ATS can pass any fields that the customer wishes Selectrak to store for the purposes of reporting. The **<IdValue name...>** can be set to any value. For example, this field could include recruiter name, recruiter e-mail, the ATS position requisition value, the location, etc.

### 5.3 RESPONSE: **<AssessmentOrderAcknowledgement>**

The call to the AssessmentOrder method will generate an XML formatted response – **AssessmentOrderAcknowledgement**. The most important values this response will contain include:

- A **unique URL** generated by the Selectrak system that will be used to launch the assessment. The URL is unique based on the information provided in the web service call. **This link should be stored within the ATS in order for session continuance. This URL does not expire.**
- 
- A **receipt id** - in the returned xml document (AssessmentOrderAcknowledgment) the receipt id is the combination key that will be needed for any subsequent request for a particular candidate/assessment/client combination. **This receipt id should be stored within the ATS in order for session continuance.**

### 5.4 Method **<AssessmentStatus>**

AssessmentStatus is a request for the status of a candidate through the assessment process. Upon requesting status for a candidate, the response will be formed the same as the AssessmentOrderAcknowledgement. The status is in the “<status>” node of the returned xml.

The following nodes are required by Select Services for a status request. All values are DataType String. Please refer to the “AssessmentStatusRequest” xml example below.

- **Variable: [ClientCode] supplied by Select International**
- **Variable: [ProviderKey] supplied by Select International**
- **Variable: [CustomerNumber] supplied by Select International**
- **Variable: [RECEIPTID] the receipt of the initial AssessmentOrderRequest. It is a combination key for the criteria in that Order.**

The resulting xml, after the request with supplied criteria from above, will be in the same format as an AssessmentOrderAcknowledgment response. The “<status>” node contains the proper status of a candidate.

### 5.5 Post (Results)

After an assessment has been completed by the candidate, an AssessmentResult xml element will be sent to the requesting system (by a URL defined by the requestor).

The most important values this response will contain include:

- The [REPORTURL] is a link to the details of a particular assessment (typically a report). **Please note that the report URL points to a landing page which will display a list of downloadable PDF reports for that particular candidate. Access to this URL does not require a username/password and should therefore be carefully restricted by the ATS.**
- The <Results> node contains the scored results of the candidate's assessment. Select International scores candidates on specific job profiles – therefore, this node can be repeated if the candidate is being scored against multiple profiles. Each profile will contain a pass/fail, band score, and recommendation. Specific competency scores can also be passed back within the <DetailResult> node.

A Response indicating either "Success" or "Error" and error description (when possible) should be included in the HTTP response from the ATS.

After an assessment has been completed by the candidate, an AssessmentResult xml element will be sent to the requesting system (by a URL defined by the requestor).

All values are Data Type String. Please refer to the "AssessmentResult" xml example below.

## 5.6 AssessmentOrderRequest:

```
<?xml version="1.0" encoding="UTF-8"?>
<AssessmentOrderRequest xmlns="http://ns.hr-xml.org/2007-04-15" >
  <ClientId idOwner="Select International">
    <IdValue name="ClientCode"></IdValue>
  </ClientId>
  <PackageId idOwner="Select International">
    <IdValue name="RequisitionID"></IdValue>
    <IdValue name="BillingCode"></IdValue>
    <IdValue name="OrderID"></IdValue>
    <IdValue name="AssessmentResultsURL"></IdValue>
  </PackageId>
  <ProviderId idOwner="Select International">
    <IdValue name="ProviderKey"></IdValue>
  </ProviderId>
  <ClientOrderId idOwner="Integration Client/Partner name">
    <IdValue name="CustomerNumber"></IdValue>
  </ClientOrderId>
  <AssessmentRequester>[Requestor]</AssessmentRequester>
  <AssessmentSubject>
    <SubjectId idOwner="IntegrationPartner">
      <IdValue name="CandidateNumber">[Unique Identifier]</IdValue>
    </SubjectId>
    <PersonName>
      <LegalName>[LastName]</LegalName>
      <GivenName>[FirstName]</GivenName>
    </PersonName>
    <ContactMethod>
      <InternetEmailAddress>[CandidateEmail]</InternetEmailAddress>
    </ContactMethod>
    <AssessmentPersonDescriptors>
```



```

    <LegalIdentifiers>
      <MilitaryStatus></MilitaryStatus>
    </LegalIdentifiers>
    <DemographicDescriptors>
      <Race></Race>
    </DemographicDescriptors>
    <BiologicalDescriptors>
      <GenderCode></GenderCode>
      <DisabilityInfo></DisabilityInfo>
    </BiologicalDescriptors>
  </AssessmentPersonDescriptors>
</AssessmentSubject>
  <AdditionalFields>
    <IdValue name="PayGrade">ABC</IdValue>
    <IdValue name="Function">123</IdValue>
  </AdditionalFields>
</AssessmentOrderRequest>

```

### 5.7 *AssessmentOrderAcknowledgement:*

```

<?xml version="1.0" encoding="utf-8"?>
<AssessmentOrderAcknowledgement xmlns="http://ns.hr-xml.org/2007-04-15">
  <ClientId idOwner="Select International">
    <IdValue name="ClientCode"></IdValue>
  </ClientId>
  <ProviderId idOwner="Select International">
    <IdValue name="ProviderKey"></IdValue>
  </ProviderId>
  <ReceiptId idOwner="Select International">
    <IdValue name="ReceiptKey"></IdValue>
  </ReceiptId>
  <ClientOrderId idOwner="IntegrationPartner">
    <IdValue name="CustomerNumber"></IdValue>
  </ClientOrderId>
  <AccessPoint>
    <InternetWebAddress>[ASSESSMENTURL]</InternetWebAddress>
    <Description>[DESCRIPTION]</Description>
  </AccessPoint>
  <AssessmentStatus>
    <Status>[STATUS]</Status><StatusDate>[STATUSDATE]</StatusDate>
  </AssessmentStatus>
</AssessmentOrderAcknowledgement>

```

### 5.8 *AssessmentStatusRequest:*

```

<?xml version="1.0" encoding="UTF-8"?>
<AssessmentStatusRequest xmlns="http://ns.hr-xml.org/2007-04-15">
  <ClientId idOwner="Select International">
    <IdValue name="ClientCode"></IdValue>
  </ClientId>

```

```

    <ProviderId idOwner="Select International">
      <IdValue name="ProviderKey"></IdValue>
    </ProviderId>
    <ClientOrderId idOwner="IntegrationPartner">
      <IdValue name="CustomerNumber"></IdValue>
    </ClientOrderId>
    <ReceiptId idOwner="Select International">
      <IdValue name="ReceiptKey"></IdValue>
    </ReceiptId>
    <UserArea/>
  </AssessmentStatusRequest>

```

### 5.9 AssessmentResult (final post):

```

<?xml version="1.0" encoding="utf-8"?>
<AssessmentResult xmlns="http://ns.hr-xml.org/2007-04-15">
  <ClientId idOwner="Select International">
    <IdValue name="ClientCode"></IdValue>
  </ClientId>
  <ProviderId idOwner="Select International">
    <IdValue name="ProviderKey"></IdValue>
  </ProviderId>
  <ClientOrderId idOwner="IntegrationPartner">
    <IdValue name="CustomerNumber"></IdValue>
  </ClientOrderId>
  <ReceiptId idOwner="Select International">
    <IdValue name="ReceiptKey"></IdValue>
  </ReceiptId>
  <ClientOrderId />
  <Results> <!-- Can be repeated for multiple profiles -->
    <Profile>[PROFILENAME]</Profile>
    <SupportingMaterials xmlns="http://ns.hr-xml.org/2007-04-15"
xmlns:dc="http://purl.org/dc/elements/1.1/">
      <EffectiveDate>
        <StartDate>[ASSESSMENTCOMPLETEDATE]</StartDate>
      </EffectiveDate>
      <dc:title>[ASSESSMENTNAME]</dc:title>
      <dc:format>text/html</dc:format>
      <ReferenceInfo>
        <InternetWebAddress>[REPORTURL]</InternetWebAddress>
      </ReferenceInfo>
    </SupportingMaterials>
    <OverallResult>
      <Passed>[true/false]</Passed>
      <Score type="percentile">100</Score>
      <Band>Very Good Fit</Band>
    </OverallResult>
    <DetailResult> <!-- Can be repeated for multiple competencies -->
      <Description>Competency Name</Description>
      <CompetencyAssessed>
        <CompetencyId>
          <IdValue name="CompetencyCode">Code</IdValue>

```

```

        </CompetencyId>
    </CompetencyAssessed >
    <Score type="raw score">100</Score>
    <Comments>Competency Description</Comments>
</DetailResult>
</Results>
<AssessmentStatus>
    <Status>[STATUS]</Status><StatusDate>[STATUSDATE]</StatusDate>
</AssessmentStatus>
</AssessmentResult>

```

## **6 Appendix A – Status**

The status node in all XML packets is the status of the Assessment. One of the following values will be returned:

1. Assigned – Assessment has been assigned to the Candidate.
2. In Progress – Candidate has started the Assessment.
3. Complete – Candidate has completed the Assessment.
4. Cancelled – Assessment has been marked as cancelled and cannot be accessed. Note: Once a candidate has completed an assessment, it can no longer be cancelled.

## 7 Appendix B - Error Messages

This appendix provides a complete listing of the possible error messages that could be returned from the XML post/processes.

`"Authentication failed."`

Explanation:

The client/providerkey/customernumber was missing or was improperly sent to the service. Authentication could not occur.

`"An assessment field was blank within the request." Or  
"Assessment information was missing."`

Explanation:

There was no AssessmentID related to the request. Specific to AssessmentOrderRequest. Creating the assessment cannot continue without the proper AssessmentID.

`"No candidate number was provided."`

Explanation:

The unique identifier for the candidate within the client system was not supplied. At a minimum this ID is required for our system to have some sort of relevant information to tie the candidate to the "base" system.

`"Unable to create assessment from supplied information. The order was not processed."`

Explanation:

There has been a processing issue on the server. This can occur when an AssessmentOrderRequest contains invalid assessment or position information. It may also be another data-related issue. Please contact the Select Helpdesk at [helpdesk@selectintl.com](mailto:helpdesk@selectintl.com). Please provide the xml that was being sent in the message as well as any other relevant information that might be helpful in resolving the issue.

`"Schema Validation Failed. Poorly formed XML Request."`

Explanation:

The Schema (XML Formatting) is incorrect for the type of information you are trying to request. Please validate your schema using the technical outline or running it against HRXML validations that are [here](#).

`"Status could not be provided with information given"`

Explanation:

The server was unable to generate an "InternetWebAddress" to display the candidate's status from the provided information. Specific to AssessmentStatusRequest.

`"There has been an error processing this request. Please try again or contact the helpdesk."`

Explanation:

There has been a processing issue on the server. This could be related to data or another issue. Please contact the Select Helpdesk at [helpdesk@selectintl.com](mailto:helpdesk@selectintl.com). Please provide the xml that was being sent in the message as well as any other relevant information that might be helpful in resolving the issue.