

STANDARD INTERFACE SPECIFICATION

Background Checking

Dashboard Recruiting Competency
Contractor Management Integrated Framework
SaaS Reporting Performance
Succession Global Informal Learning Enterprise Cloud
Onboarding Career Planning Assessment
Intuitive Development Multilingual
Mobile Social Compensation Embedded Analytics



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1. Revision history

Version	Date	Revised by	Comments
1.0	15.3.05	Richard Collinge	Document created
1.2	9.1.06	Richard Collinge	Changed format of Request and Report XML to support packages of checks rather than individual check requests. Added support for sending status updates to the reports webservice.
1.3	29.8.06	Brent Johnson	Added new additionalItems section to background check reports. This allows the background check provider to send a free text field detailing why the status of the check has been updated or why the status has been put to delayed.
1.4	5.4.07	Marek Bohacz	Reformatted
1.5	20.02.09	Kevin Kondys	Document verified against current code base. Altered accordingly.
1.6	16.07.09	Dale Williams	Added SupportingDocumentation so that resume and other documents can be sent as a part of the screening.
1.7	2.12.11	Marek Bohacz	Reformatted
1.8	3.1.12	Steve Oxley	Correction made to Background Check XML Report format
1.9	3.4.12	Steve Oxley	Updated steps in Integration points 1 and 2



2. Related documents

Document	Location
PageUp People Interface Specification – Web service implementation	Provided upon request.
HR XML Background Checking FAQs	http://66.179.192.180/resources/BackgroundCheckFAQs2003-April-23.pdf
HR XML Background Checking Recommendation 2004-08-02	http://ns.hr-xml.org/2_3/HR-XML-2_3/Screening/BackgroundChecking.html
HR XML Background Requests Recommendation 2004-08-02	http://ns.hr-xml.org/2_3/HR-XML-2_3/Screening/BackgroundRequests.html
HR XML Background Reports Recommendation 2004-08-02	http://ns.hr-xml.org/2_3/HR-XML-2_3/Screening/BackgroundReports.html

3. Introduction

3.1. Background

PageUp People is a web based recruitment solution, allowing people to apply for jobs online, and be screened online by an organisation. As a part of the screening process supported in PageUp People, applicants details can be submitted to a third party Background Screening-Service Provider.

3.2. Document purpose

The purpose of this document is to specify the interface models available for integrating a third party Screening-Service Provider with PageUp People.

3.3. Document scope

This document contains an overview of the model for a Screening-Service Provider (SSP) to integrate with the PageUp People system. Implementation of the model would need to be performed in consultation with PageUp. The direct integrated web service model outlined contains the XML schema that would be used. The details of the web service requirements are available in a separate document “PageUp People Interface Specification – Web service implementation” which is available upon request.



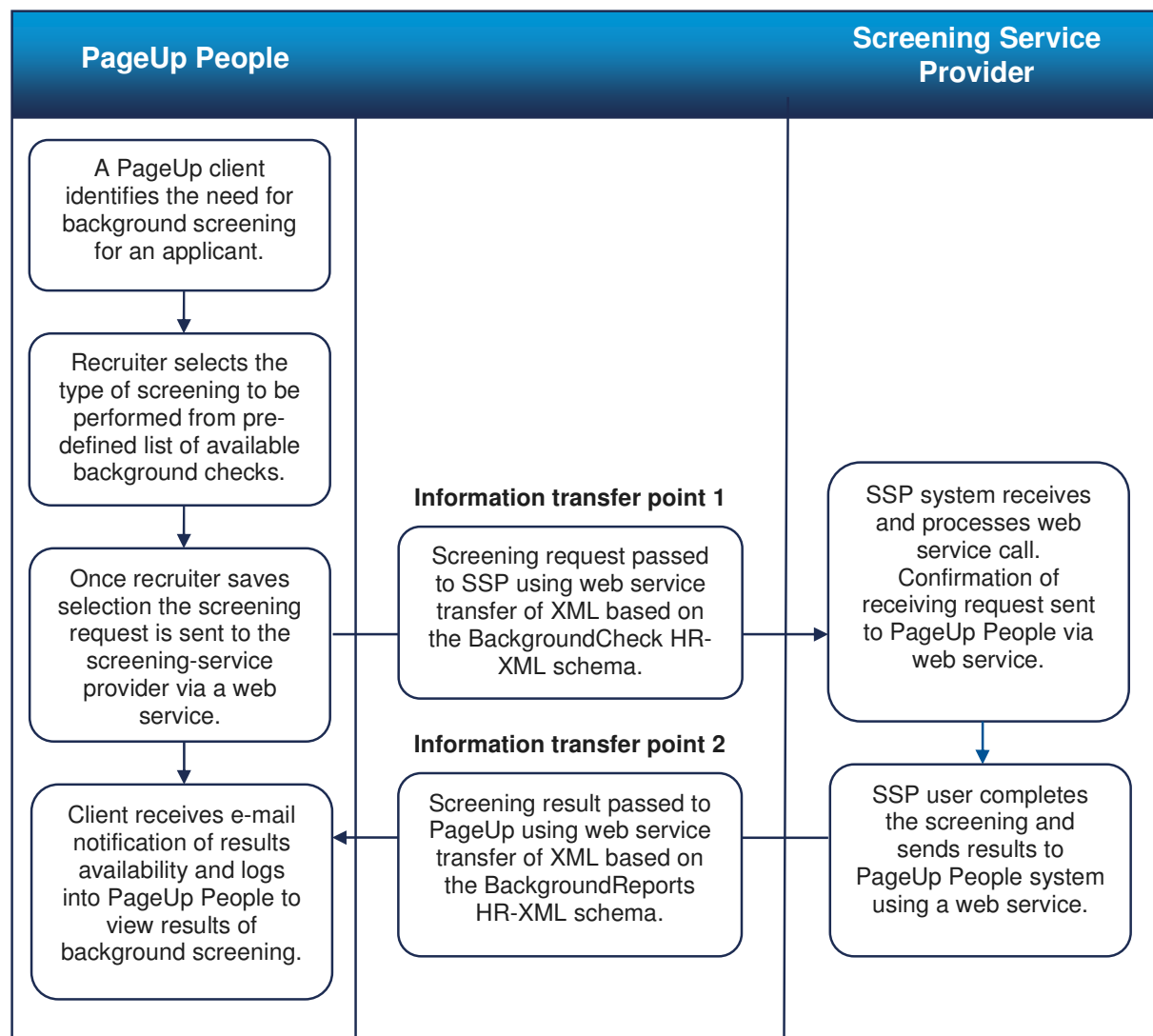
4. The PageUp People Background Checking Process

The PageUp People Background Checking Process is the set of steps that occur to allow a PageUp People applicant to be screened by a third party Screening-Service Provider and to make the screening results available to the client. Screening-Service Providers (SSP) can interact with PageUp People using the integrated web service process using HR-XML – in this model the SSP integrates with PageUp People using web services based on the Background Checking HR-XML Schema provided by the HR-XML Consortium (<http://www.hr-xml.org>).

4.1. Web service integrated Background Checking process

In this integration model the Screening-Service Provider system is integrated with the PageUp People system using web services transferring information in XML format based on the Background Checking HR-XML Schema provided by the HR-XML Consortium (<http://www.hr-xml.org>).

The diagram below illustrates the steps that occur within the process, including the integration points where information is transferred between PageUp People and the SSP.





4.1.1. HR-XML overview

The HR-XML Consortium is a non-profit organization set up to develop a standard suite of XML specifications to enable the automation of human resources-related data exchanges. This enables any company to transact with other companies without having to establish, engineer, and implement many separate data exchanges.

It is worth noting that the background checking XML schema used by PageUp does not utilize the complete set of relevant schemas provided by the HR-XML Consortium nor has it been certified. However, the HR-XML framework and processes have been used faithfully to enable possible future certification. PageUp is open to using a greater amount of the available schemas or updating its schema to further comply with HR-XML at the request of an integration partner.

4.1.2. Integration point 1: Requesting a background screening

The screening request is passed to the SSP using web service transfer of XML based on the BackgroundCheck HR-XML schema. An overview of steps of this integration point is listed in the table below:

Step	Actioned by	Action
1	PageUp	<p>PageUp People will send a request to the Screening-Service Provider to perform a background check:</p> <ul style="list-style-type: none"> An XML formatted request will be sent via a web service according to the PageUp People Interface Specification – Web service implementation (see Related documents). The format of the XML request is defined in Appendix A: Background Check XML Request format.
2	Screening-Service Provider	<p>The Screening-Service Provider will synchronously provide a response to the web service call. The response will be in the form of a string, and can be one of the following:</p> <ul style="list-style-type: none"> “SUCCESS” or “FAILURE” to indicate the status of the request An internet URL, which will be presented to the applicant to allow them to access the Screening-Service Provider’s platform to complete any additional required tasks.

4.1.3. Integration point 2: Returning background screening results

The screening results (or screening status update) are passed by the SSP using web service transfer of XML based on the BackgroundReports HR-XML schema. An overview of steps of this integration point is listed in the table below:

Step	Actioned by	Action
1	Screening-Service Provider	<p>The Screening-Service Provider will send the results of a background check:</p> <p>An XML formatted request will be sent via a web service according to the PageUp People Interface Specification – Web service implementation (see Related documents). The format of the XML request is defined in Appendix B: Background Check XML Report format.</p>

4.1.4. Error handling

Currently PageUp have not implemented the ErrorReport schema supported by HR-XML as it was deemed not necessary. However PageUp would consider implementing this if requested by an integration partner. Current error handling would be performed according to the PageUp People Interface Specification – Web service implementation (see Related documents)



5. Appendix A: Background Check XML Request format

The request format is based on the HR XML BackgroundRequests Schema (see Related documents). The PageUp implementation of this schema does not include all supported elements, the following elements are passed as the request:

XML (HR-XML)	Description	Type	Max len.
<BackgroundCheck userId="" account="">	userId is a SSP provided PageUp identifier account is a SSP provided client identifier	String	50 chars
<BackgroundSearchPackage>			
<ReferenceId> <IdValue></IdValue> </ReferenceId >	A unique ID provided by PageUp to identify the entire request package for background checks to be performed for the applicant.	String	50 chars
<ClientContact>			
<OrganizationName> </OrganizationName>	The name of the recruiter requesting the screening.	String	255 chars
<OrganizationId> <IdValue></IdValue> </OrganizationId>	A unique number provided by PageUp to identify the recruiter making the request in the PageUp People system.	String	50 chars
<TaxId> <IdValue></IdValue> </TaxId>	The client's name or ID of the cost centre related to the screening request.	String	50 chars
<ContactMethod>			
<Telephone> <FormattedNumber> </FormattedNumber> </Telephone>	The telephone number of the recruiter requesting the screening.	String	255 chars
<InternetEmailAddress> </InternetEmailAddress>	The e-mail address of the recruiter requesting the screening.	String	255 chars
</ContactMethod>			
</ClientContact>			

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<PersonalData>			
<PersonName>			
<GivenName></GivenName>	The first name of the applicant being screened.	String	255 chars
<FamilyName></FamilyName>	The last name of the applicant being screened.	String	255 chars
</PersonName>			
<PostalAddress type="streetAddress">			
<CountryCode></CountryCode>		String	2 chars
</PostalAddress>			
<ContactMethod>			
<Telephone> <FormattedNumber> </FormattedNumber> </Telephone>	The phone number of the applicant being screened.	String	255 chars
<InternetEmailAddress> </InternetEmailAddress>	The e-mail address of the applicant being screened.	String	255 chars
</ContactMethod>			
</PersonalData>			
<Screenings>			
<ReferenceId> <IdValue></IdValue> </ReferenceId>	A unique ID provided by PageUp to identify the package of checks requested to be performed.	String	50 chars
<PackageId> <IdValue></IdValue> </PackageId>	A unique ID defined by the SSP to identify the package of checks requested to be performed.	String	50 chars

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</Screenings>			
<SupportingDocumentation>			
<Documentation> <Image type="resume" mediaType="pdf" filename="filename" /> </Documentation>	The base-64 encoded string of the resume. Refer to the hr-xml standard for available types and mediaTypes.	Base64	
</SupportingDocumentation>			
</BackgroundSearchPackage>			
</BackgroundCheck>			



5.1. Example Background Check XML Request

This is an example of a Background Check Request PageUp would send to a Screening Service Provider:

```
<?xml version="1.0" encoding="utf8" ?>
  <BackgroundCheck xmlns="http://ns.hrxml.org/20060228" userId="17456"
  account="6569">
    <BackgroundSearchPackage>
      <ReferenceId>
        <IdValue>11358</IdValue>
      </ReferenceId>
      <ClientContact>
        <OrganizationName>Michael Scott</OrganizationName>
        <OrganizationId>
          <IdValue>224204</IdValue>
        </OrganizationId>
        <TaxId>
          <IdValue>chicpsimausydmcw</IdValue>
        </TaxId>
        <ContactMethod>
          <Telephone><FormattedNumber /></Telephone>
          <InternetEmailAddress>Michael.Scott@dundermifflin.com</InternetEmailAddress>
        </ContactMethod>
      </ClientContact>
      <Organization type="x:Hiring Manager">
        <OrganizationName>Michael Scott</OrganizationName>
        <OrganizationId>
          <IdValue>224355</IdValue>
        </OrganizationId>
        <ContactMethod>
          <Telephone><FormattedNumber>22173</FormattedNumber></Telephone>
          <Mobile><FormattedNumber /></Mobile>
          <Fax><FormattedNumber /></Fax>
          <InternetEmailAddress>Michael.Scott@dundermifflin.com</InternetEmailAddress>
          <PostalAddress type="streetAddress">
            <CountryCode>AU</CountryCode>
          </PostalAddress>
        </ContactMethod>
      </Organization>
      <PersonalData>
        <PersonName>
          <GivenName>Vince</GivenName>
          <PreferredGivenName />
          <FamilyName>Noir</FamilyName>
        </PersonName>
        <PostalAddress type="streetAddress">
          <CountryCode>AU</CountryCode>
          <PostalCode>4000</PostalCode>
          <Region />
        </PostalAddress>
        <ContactMethod>
          <Telephone>
            <FormattedNumber />
          </Telephone>
          <Mobile>
            <FormattedNumber />
          </Mobile>
        </ContactMethod>
      </PersonalData>
    </BackgroundSearchPackage>
  </BackgroundCheck>
```



```
<InternetEmailAddress>Vince.Noir@hotmail.com</InternetEmailAddress>
</ContactMethod>
<DemographicDetail>
  <GenderCode>0</GenderCode>
</DemographicDetail>
</PersonalData>
<Screenings>
  <ReferenceId><IdValue>134</IdValue></ReferenceId>
  <PackageId><IdValue>15460</IdValue></PackageId>
</Screenings>
<SupportingDocumentation>
  <Documentation><Image type="resume" mediaType="pdf" fileName="resume.pdf">
JC9Qcm9qZWN0QnJhbmNoZXMvVXBncmF=</ Image></ Documentation >
  <Documentation><Image mediaType="pdf" fileName="driverslicence.pdf">
U2VydmljZXMvX2pzL2VtcGxveWVIX3=</ Image></ Documentation >
</SupportingDocumentation>
</BackgroundSearchPackage>
</BackgroundCheck>
```

To check that the XML detailed in this document is valid HR-XML the example above can be validated using the HR-XML Consortium's online validation service:

http://testbed.hr-xml.org/Validate_200408.aspx?method=Validate_BackgroundCheck



6. Appendix B: Background Check XML Report format

The screening report format is based on the HR XML BackgroundReport Schema (see Related documents). The PageUp implementation of this schema does not include all supported elements, the following elements are passed as a status update which can contain the results of a screening package:

XML (HR-XML)	Description	Type	Max len.
<BackgroundReports userId="" account="">	userId is a SSP provided PageUp identifier account is a SSP provided client identifier	String	50 chars
<BackgroundReportPackage type="">	The type can be set to either "report" or "status" to indicate if the XML contains a status update or a set of results.		
<ProviderReferenceId> <IdValue></IdValue> </ProviderReferenceId>	Optional - A unique ID provided by the SSP to identify the entire report package of all the background checks performed for the applicant.	String	50 chars
<ClientReferenceId> <IdValue></IdValue> </ClientReferenceId>	The unique ID provided by PageUp to identify the entire request package of all background checks being performed for the applicant. That is the ReferenceId in the BackgroundSearchPackage of the original Request.	String	50 chars
<ScreeningStatus>			
<OrderStatus></OrderStatus>	Indicates order status. Valid values include: New; InProgress; Completed; and Delayed.	String	255 chars
<ResultStatus></ResultStatus>	Indicates the status of the results. Valid values include: Pass; Fail; Review; Hit; Clear; UnableToContact; UnableToVerify; x:Conditional1	String	255 chars
<AdditionalItems>			
<Text></Text>	Optional – free text field that allows background checking provider to enter a reason as to why the status of the check has changed, or why the check has been delayed	String	255 chars
</AdditionalItems>			

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</ScreeningStatus>			
<PackageCost>			
<TotalCost></TotalCost>	The total cost of the package		
</PackageCost>			
<Screenings>			
<Screening>	There can be multiple <Screening> nodes returned in the XML.		
<ProviderContact> </ProviderContact>	Optional - The name of the person at the SSP who prepared the results.	String	255 chars
<ScreeningResults type="result">	There can be multiple <ScreeningResults> nodes returned in the XML. The only type supported is "result".		
<InternetWebAddress> </InternetWebAddress>	Optional - The URL location of the report.	String	255 chars
<InternetEmailAddress> </InternetEmailAddress>	Optional - The email address of the person at the SSP who prepared the results.	String	255 chars
<Text></Text>	Optional – Textual description of the results.	String	255 chars
</ScreeningResults>			
</Screening>			
</Screenings>			
</BackgroundReportPackage>			
</BackgroundReports>			



6.1. Example Background Check XML Report – Results

This is an example of a Background Check Report PageUp would receive from a Screening Service Provider containing results:

```
<?xml version="1.0" encoding="utf-8" ?>
  <BackgroundReports xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"
    xmlns:xsd="http://www.w3.org/2001/XMLSchema" userId="ACMEBackgroundChecking"
    xmlns="http://ns.hrxml.org/20060228">
    <BackgroundReportPackage type="report">
      <ProviderReferenceId><IdValue>117678</IdValue></ProviderReferenceId>
      <ClientReferenceId><IdValue>8283</IdValue></ClientReferenceId>
      <ScreeningStatus><OrderStatus>Completed</OrderStatus></ScreeningStatus>
      <PackageCost><TotalCost currency="AUD">451.00</TotalCost></PackageCost>
      <Screenings>
        <Screening>
          <ClientReferenceId><IdValue>12249</IdValue></ClientReferenceId>
          <ScreeningResults type="result">
            <InternetWebAddress>
              <a href="https://ACME.com/Home/Report.aspx?ID=TG8K79ve4xVR6AtoEq">https://ACME.com/Home/Report.aspx?ID=TG8K79ve4xVR6AtoEq</a>
            </InternetWebAddress>
          </ScreeningResults>
        </Screening>
      </Screenings>
    </BackgroundReportPackage>
  </BackgroundReports>
```

6.2. Example Background Check XML Report – Status update

This is an example of a Background Check Report PageUp would receive from a Screening Service Provider containing a status update:

```
<?xml version="1.0" encoding="utf8" ?>
  <BackgroundReports xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"
    xmlns:xsd="http://www.w3.org/2001/XMLSchema" userId="ACMEBackgroundChecking"
    xmlns="http://ns.hrxml.org/20060228">
    <BackgroundReportPackage type="status">
      <ProviderReferenceId><IdValue>154759</IdValue></ProviderReferenceId>
      <ClientReferenceId><IdValue>11325</IdValue></ClientReferenceId>
      <ScreeningStatus><OrderStatus>InProgress</OrderStatus></ScreeningStatus>
    </BackgroundReportPackage>
  </BackgroundReports>
```

To check that the XML detailed in this document is valid HR-XML the example above can be validated using the HR-XML Consortium's online validation service: