Xavier-HiBob Integration Guide

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Xavier-HiBob Integration Guide

This guide will walk you through integrating Xavier's employee screening software with HiBob's HR platform. The integration allows for data transfer of employee data and screening information for a seamless workflow.

Overview

The Xavier-HiBob integration enables automatic data transfer, custom field creation, and streamlined employee screening workflows. This integration requires administrative access to HiBob platform and your Xavier account set up. To set up your Xavier account follow this link https://xavier.eurocomci.co.uk/registration/1 and let us know on info@eurocomci.co.uk which screening you need for your employees.

Prerequisites

Before beginning the integration process, ensure you have:

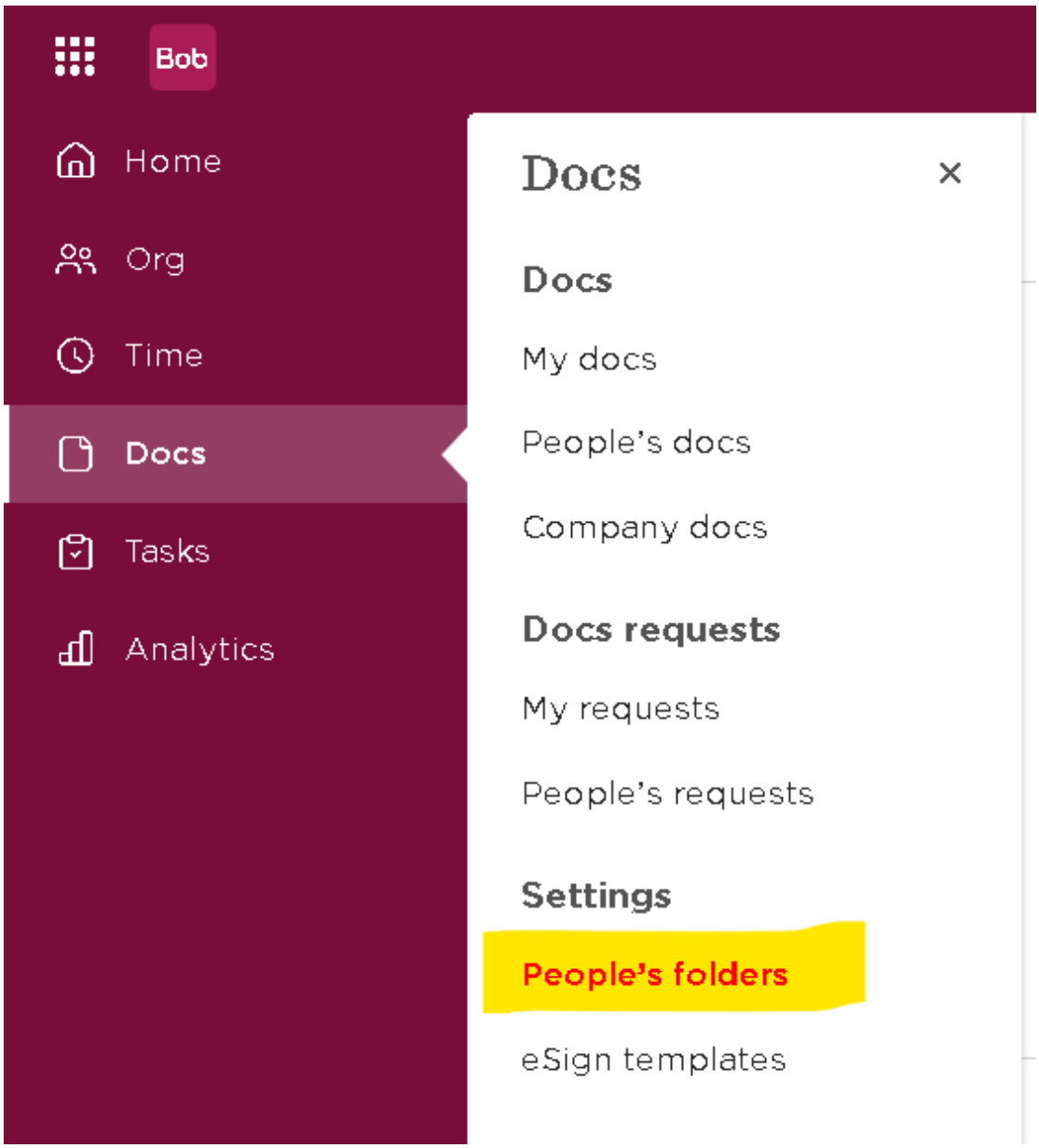
- Administrative access to your HiBob account
- Set up your Xavier account and chosen your screening package
- Appropriate permissions to create custom docs folder
- Are an HR Admin user on your Xavier account

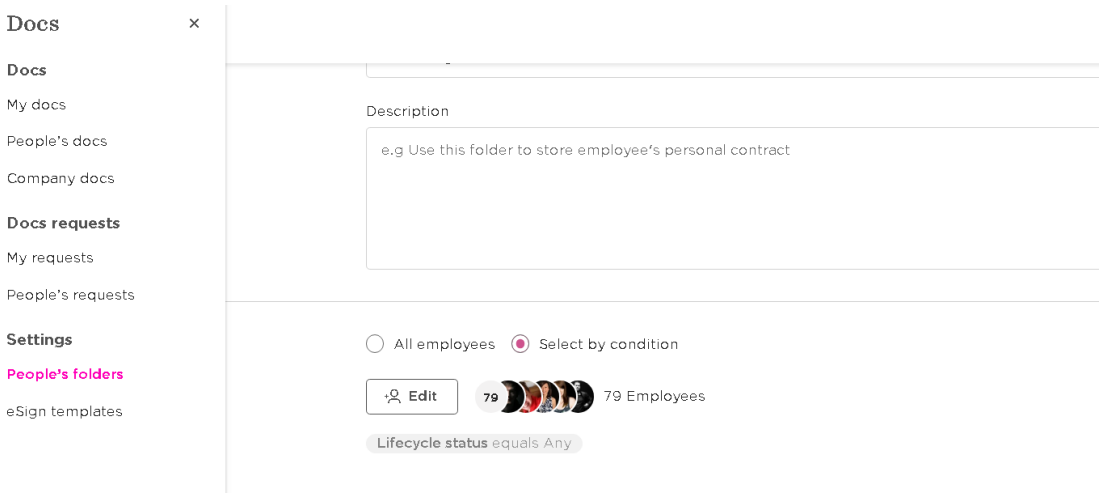
Integration Steps

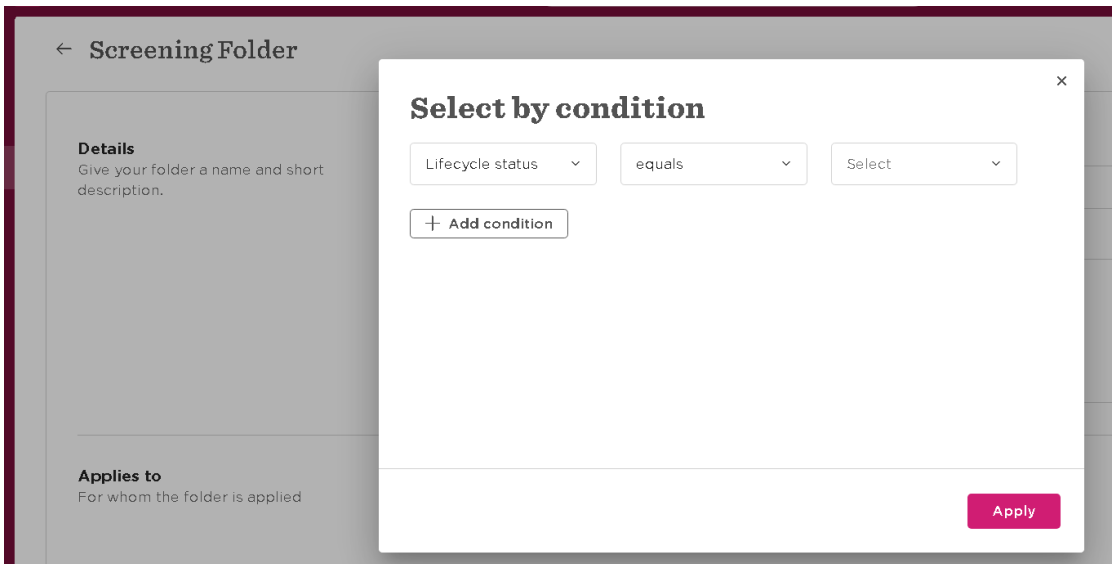
Step 1: Create Custom Folder

The first step involves setting up a dedicated screening folder within HiBob to organize employee screening documentation.

1. Navigate to your HiBob Docs> People’s folders> Add new
2. Create a new custom folder named "Screening folder"
3. Configure the folder with a filter but do not select a filter
4. This folder will be added to all employees and it is where the final screening report will be sent alongside all the supporting documents


Bob
Home
Org
Time
Docs
Tasks
Analytics
Docs
Docs
My docs
People's docs
Company docs
Docs requests
My requests
People's requests
Settings
People's folders
eSign templates

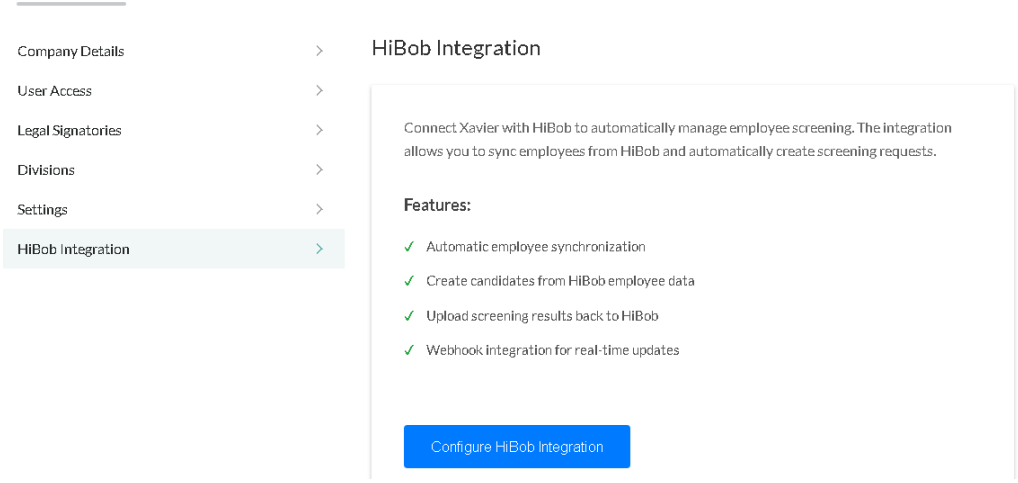

Docs
Docs
My docs
People's docs
Company docs
Docs requests
My requests
People's requests
Settings
People's folders
eSign templates
Description
e.g Use this folder to store employee's personal contract
All employees
Select by condition
Edit
79
79 Employees
Lifecycle status equals Any

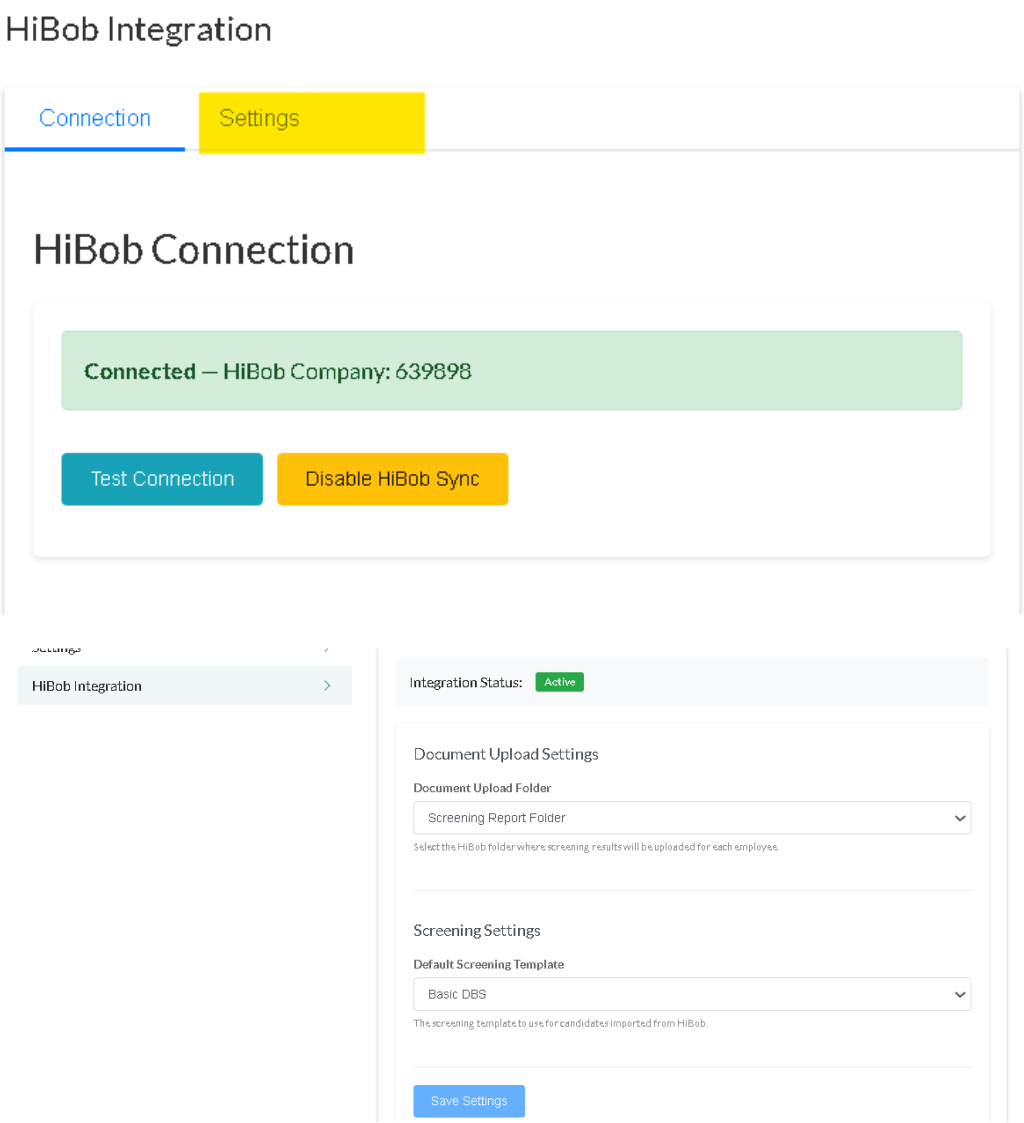


Step 2: Activate the connection from your Xavier Company settings

A dedicated service user account is required to facilitate the integration between Xavier and HiBob.

1. Navigate to your Xavier Company Settings>Integrations>My Company>Hi Bob Integration
2. Select ‘Configure Hi Bob Integration’
3. This will navigate you to authorise the permissions required for the integration so select ‘Authorise’
4. Once connection is secured select ‘settings’ tab on the HiBob Integration page on Xavier
5. Select the folder to save the screenings to, the one we created earlier will be on the list.
6. Select the default screening to activate for your candidates, this can be changed in the future
7. Click ‘Save’ -the saved settings will show at the bottom of the settings page.





Step 4: Create Employee

1. Create an employee on Hi Bob and this will create a screening on Xavier
2. When the screening is complete the screening report will be returned to the candidate's screening folder

Support

For additional support with the Xavier-HiBob integration:

- Review Xavier's integration documentation
- Contact Xavier on info@eurocomci.co.uk