

# Quick start guide for G-Teamtailor

How to get started using G-Teamtailor

## Installing the plugin

Install the plugin by doing the following steps

1. Go to wp-admin > Plugins > Add new
2. Upload the provided .zip-file
3. Activate the plugin

## Setting up a feed

In order to sync jobs from your teamtailor account you need to get an API-key and add it to a feed. The reason you can add multiple feeds is so that you can connect different Teamtailor accounts to your website. This is useful for when you have multiple languages

1. Login to your Teamtailor account
2. Go to your profile > Settings > API keys
3. Add new API key
  - a. Name: Whatever you like
  - b. Scope: Read
4. Copy the API key
5. Navigate to wp-admin > Teamtailor jobs > All job feeds > Add new
  - a. Name: Whatever you like
  - b. Access key: Paste the copied key

## Settings

In order for the feed to start syncing you'll need to adjust some settings. We won't go into detail about all settings since they're kind of self explanatory but the key one is sync interval.

1. Navigate to wp-admin > Teamtailor jobs > G-Teamtailor settings
2. General
  - a. Sync interval can be set to your liking, however we recommend not syncing more often than once every 30 minutes.
3. Manual sync
  - a. If you have a feed setup you can trigger a sync manually by going here and click "Sync"
4. License
  - a. Enter the provided license key. If you don't want to save the license key in the database you can define a constant named "G\_REPO\_LICENSE\_KEY" with the key inside wp-config.php instead.

## Elementor widgets

In order to display the jobs with filters, apply for job button and the contact person you need to use Elementor Pro. You can use Elementor free but you will miss out on certain features

The following widgets are available when editing a page using the elementor builder:

### Job list

Under the section “Basic” you’ll now find a new widget called “Teamtailor jobs” which can be used to show the available jobs.

The widget can be used on a page or on the Teamtailor job posts archive.

The difference from the “regular” posts feed is that this module can:

- Show “Latest apply date”
- Show filtering options

If you’re using the filters please note that the user will be redirected to the archive page for that taxonomy. In other words you’ll need to setup a template to handle that page.

### Apply for job button

Under “Single” you’ll find a “Apply for job button” which can be used to display a button that will lead the user to your teamtailor page where they can apply for the job.

The widget can only be used on a single post page, meaning you’ll need to setup a template and set a condition for “Single Teamtailor job”

### Contact person

Under “Single” you’ll find a “Contact person” which can be used to display the assigned contact person to the job. It will show the name, title and email address of the contact person.

The widget can only be used on a single post page, meaning you’ll need to setup a template and set a condition for “Single Teamtailor job”