



# Podium API

V 1.2.2

[www.podium365.com](http://www.podium365.com)

# Overview

The following guide provides detailed information on how to use the Podium API to:

- Add participants
- Invite participants to tests
- Request results, and
- Generate reports for participants

The Podium API provides a RESTful interface to its functionality and JSON is used for requests and responses.

The Podium API is secured through the use of JWT tokens which must be sent in the authorisation header of each request. Partners will use their secret API key to request tokens.

Each token will be valid for 1 hour after it is requested, at which point, it will expire, and a new token must be requested.

For more information on JWT tokens, please see:

<https://jwt.io/introduction/>

All interaction with the API must be done through HTTPS and TLS v 1.2 is enforced.

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# Getting Started

In order to use the API, you will need the following:

- **An API key.** The key will be used to request a security token which is required to access the API.
- **The IDs for one or more Podium clients.** Partners will access the API in the context of a specific client. Each client may have different reporting and assessment setups.
- **The IDs for various system components used in API calls** which could be test, report, norm or role profile IDs.

These will be provided by Podium, depending on each client's requirements.

## Base Urls

For our partners in Europe and the Middle East, the base url is:

<https://integration-eu.podium365.com>

For partners in the US, Asia and Australasia, the base url is:

<https://integration-au.podium365.com>

We will confirm the url with partners when setting up their configuration.

## Work Flow

The most common flow for using the API will be as follows.

- Create a participant and store the Podium ID for the participant.
- Using the Podium participant ID, assign one or more tests to that participant.
- Provide the participant with a URL to access the test(s), either directly or via an email invitation sent through our API.
- Use the API to check the completion status of the participant.
- Once the participant has completed all tests, request results or reports for that participant as desired.

**Note:** some of these operations may be performed in a batch. For example, it is possible to request a report for several participants in a single call – this would be required when requesting a group report.

# Getting A Security Token

## HTTP Method

POST

## API Endpoint

{{base-url}}/token

## Request Parameters

apiKey	The secret key provided to each partner by Podium.
--------	--

## Example Request

```
{"apiKey": "f402477b-36b0-484d-8d7f-e3d03e8f895a"}
```

## Response Parameters

token	The token to be used in the Authorization header when calling the Podium API.
-------	---

## Example Response

```
{"token": "x.y.z"}
```

The token should be included in the header as followed:

*Authorization: Bearer {{token}}*

Tokens will expire after one hour.

## Documentation

Please refer to the JWT documentation online for further information at:

<https://jwt.io/>

# Adding Participants

## HTTP Method

POST

## API Endpoint

{{base-url}}/clients/{{clientId}}/participants

## Request Parameters

firstName	The first name of the participant.
lastName	The last name of the participant.
gender	The gender of the participant.
emailAddress	The email address of the participant.
integrationPartnerParticipantId	The partner's id for this participant. We will include it in future responses related to this participant.
integrationPartnerParticipantMetadata	A JSON object containing partner integration-specific metadata about the participant. This data is stored and returned in future responses. (optional)

## Example Request

```
{ "firstName": "Terence", "lastName": "Test", "gender": "m", "emailAddress": "terence.test@podium365.com", "integrationPartnerParticipantId": "partner-id-1234", "integrationPartnerParticipantMetadata": { "candidateId": "cand-5678", "assessmentId": "assessment-abc123", "fieldId": "cognitive-aptitude", "testStatus": "in-progress" } }
```

## Response Parameters

participantId	Podium's id for this participant. Please store this for future calls.
integrationPartnerParticipantId	The partner's id for this participant
participantAssessmentUrl	The url where this participant can access all their tests.

## Example Response

```
{ "participantId": "1-1-49164582-ad37-45aa-abc5-c4d622824131", "integrationPartnerParticipantId": "partner-id-1234", "participantAssessmentUrl": "https://p-eu.podium365.com?loginKey=1-1-49164582-ad37-45aa-abc5-c4d622824131" }
```

## Note

The integrationPartnerParticipantMetadata field has a maximum size of 1000 characters. Do not include any sensitive personal information (e.g., passwords) in this field. It is intended only for non-sensitive integration metadata relevant to your application.

# Assigning Tests to Participants

## HTTP Method

POST

## API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/tests

## Request Parameters

tests		Array of Test – see following rows.
	Test: testId	The id of the test that you want to assign.
	Test: languageId	The language to use for the test.
	Test: expiryDate	When the invitation should expire. (optional)
	Test: order	Forced order of completion for a given test. (optional)
expiryDate		The expiry date to apply to all tests added. If the expiryDate is provided for an individual test object, it will override this value. (optional)

## Example Request

```
{
  "tests": [
    {
      "testId": "test1",
      "languageId": "EN",
      "order": 1
    },
    {
      "testId": "test2",
      "languageId": "EN",
      "order": 2
    }
  ],
  "expiryDate": "2018-12-31T23:59:59Z"
}
```

## Response Parameters

Invitations		Array of Invitation – see following row.
	Invitation: testId	The test id for the invitation.
	Invitation: invitationId	The unique invitation id. If a participant has more than one invitation for the same test, this will differentiate.

## Example Response

```
[
  {
    "testId": "test1",
    "invitationId": "a33384de-3ae5-43f3-a3bb-84832556e62b"
  },
  {
    "testId": "test2",
    "invitationId": "4012ed2d-6445-4aa0-a5f7-e5cadffe2c0c"
  }
]
```

## Removing Tests from Participants

### HTTP Method

DELETE

### API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/tests

### Request Parameters

testId	Array of test ids to remove from the participant. If supplied, only these test ids will be removed. If not supplied, all test ids will be removed. (optional)
startDate	Remove test(s), on or after this day (inclusive). Date required to be in YYYY-MM-DD format. (optional)
endDate	Remove test(s), on or before this day (inclusive). Date required to be in YYYY-MM-DD format. (optional)

### Example Request

DELETE {{url}}?testId=test1&testId=test2&startDate=2024-08-20&endDate=2024-12-02

### Example Response

HTTP 200

### Note

If a participant has started completing a particular test, it will not be possible to remove that test from the participant schedule.



## Send Email Invite to Participant

### HTTP Method

POST

### API Endpoint

`{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/invite`

### Example Response

HTTP 200

### Note

If a participant does not have an open valid assessment invitation, then an email invitation will not be sent.

# Checking the Status of a Participant

## HTTP Method

GET

## API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/status

## Response Parameters

participantId		Podium's id for this participant.
integrationPartnerParticipantId		The partner's id for this participant.
integrationPartnerParticipantMetadata		JSON metadata from the original participant creation
tests		Array of Test – see following rows.
	Test: testId	The test id for the current test.
	Test: invitationId	The unique invitation id. If a participant has more than one invitation for the same test, this will differentiate.
	Test: creationDate	The date and time of when the invitation as created.
	Test: completionDate	The date and time the participant completed the invitation. If this is null, the participant has not completed the test.
	Test: expiryDate	The expiry date of the invitation, after which it will no longer be accessible to the participant.
	Test: firstLaunched	The date and time the participant first launched the test. If this is null, the participant has not attempted to complete the test.

## Example Response

```
{
  "participantId": "1-1-49164582-ad37-45aa-abc5-c4d622824131",
  "integrationPartnerParticipantId": "partner-id-1234",
  "integrationPartnerParticipantMetadata": null,
  "tests": [
    {
      "invitationId": "a33384de-3ae5-43f3-a3bb-84832556e62b",
      "testId": "test1",
      "creationDate": "2018-11-13T12:18:49.723333Z",
      "completionDate": null,
      "expiryDate": null,
      "firstLaunched": null
    },
    {
      "invitationId": "4012ed2d-6445-4aa0-a5f7-e5cadffe2c0c",
      "testId": "test2",
      "creationDate": "2018-11-13T12:18:49.76Z",
      "completionDate": null,
      "expiryDate": null,
      "firstLaunched": null
    }
  ]
}
```

## By IntegrationPartner ParticipantId

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/participants/external/{{integrationPartnerParticipantId}}/status

### Response Parameters

participantId		Podium's id for this participant.
emailAddress		The participant's email address.
integrationPartnerParticipantId		The partner's id for this participant.
integrationPartnerParticipantMetadata		JSON metadata from the original participant creation
tests		Array of Test – see following rows.
	Test: testId	The test id for the current test.
	Test: invitationId	The unique invitation id. If a participant has more than one invitation for the same test, this will differentiate.
	Test: creationDate	The date and time of when the invitation as created.
	Test: completionDate	The date and time the participant completed the invitation. If this is null, the participant has not completed the test.
	Test: expiryDate	The expiry date of the invitation, after which it will no longer be accessible to the participant.
	Test: firstLaunched	The date and time the participant first launched the test. If this is null, the participant has not attempted to complete the test.

### Example Response

```
[{"participantId": "1-1-49164582-ad37-45aa-abc5-c4d622824131", "emailAddress": "pat.participant@podium365.com", "integrationPartnerParticipantId": "partner-id-1234", "integrationPartnerParticipantMetadata": null, "tests": [{"invitationId": "a33384de-3ae5-43f3-a3bb-84832556e62b", "testId": "test1", "creationDate": "2018-11-13T12:18:49.7233333Z", "completionDate": null, "expiryDate": null, "firstLaunched": null}]}
```

# Getting Participant Results

## HTTP Method

GET

## API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/results

## Request Parameters

testId	The test ids of the test results that should be returned. At least one test id is required.
normId	One or more norms to use when scoring the results.
roleProfileId	One or more role profiles to use when scoring the results.

## Example Request

{{base-url}}/{{clientId}}/participants/{{participantId}}/results?testId=test1&testId=test2&normId=norm1

## Response Parameters

participantId		Podium's id for this participant.
integrationPartnerParticipantId		The partner's id for this participant
integrationPartnerParticipantMetadata		JSON metadata from the original participant creation
results		Array of Result – see following rows.
	Result: testId	The test id for the current result.
	Result: completionDate	The date and time the participant completed the test. If null, the test has not been completed.
	Result: scores	An array of scores for each scale in the current test. This will vary from test to test.

## Example Response

```
{
  "participantId": "1-1-49164582-ad37-45aa-abc5-c4d622824131",
  "integrationPartnerParticipantId": "partner-id-1234",
  "integrationPartnerParticipantMetadata": null,
  "results": [
    {
      "testId": "test1",
      "completionDate": "2018-10-30T15:29:51.0733333Z",
      "scores": [
        {
          "scaleId": "Scale1",
          "percentileScore": 99,
          "rawScore": 18,
          "standardisedScore": 10
        }
      ]
    }
  ]
}
```

## By Date Range

\* Use caution when calling this endpoint. A credit charge will apply for each participant who hasn't yet had results or reports generated for the specified test ids.

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/participants/results

### Request Parameters

testId	The test ids of the test results that should be returned. At least one test id is required.
normId	One or more norms to use when scoring the results.
roleProfileId	One or more role profiles to use when scoring the results.
startDate	Completion date for results of specified tests, on or after this date (inclusive). Must be in YYYY-MM-DD format. (Optional)
endDate	Completion date for results of specified tests, on or before this date (inclusive). Must be in YYYY-MM-DD format. (Optional)

### Example Request

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/results?testId=test1&testId=test2&normId=norm1&startDate=2024-08-12&endDate=2024-12-02

### Response Parameters

participantId		Podium's id for this participant.
integrationPartnerParticipantId		The partner's id for this participant
integrationPartnerParticipantMetadata		JSON metadata from the original participant creation
results		Array of Result – see following rows.
	Result: testId	The test id for the current result.
	Result: completionDate	The date and time the participant completed the test. If null, the test has not been completed.
	Result: scores	An array of scores for each scale in the current test. This will vary from test to test.

### Example Response

```
[{"participantId":"1-1-49164582-ad37-45aa-abc5-c4d622824131","integrationPartnerParticipantId":"partner-id-1234",
"integrationPartnerParticipantMetadata": null, "results":[{"testId":"test1","completionDate":"2018-10-
```



```
30T15:29:51.0733333Z", "scores": [{"scaleId": "Scale1", "percentileScore": -99, "rawScore": 18, "standardisedScore": 10}]]
```

# Managing the IntegrationPartnerParticipantMetadata

## Create or Update

\* This endpoint performs a partial update of the integrationPartnerParticipantMetadata. Only the keys provided in the request will be updated; existing keys not included will remain unchanged. The total metadata must not exceed 1000 characters after the update.

### HTTP Method

PATCH

### API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/metadata

OR

{{base-url}}/clients/{{clientId}}/participants/external/{{integrationPartnerParticipantId}}/metadata

### Request Parameters

integrationPartnerParticipantMetadata	A JSON object of non-sensitive metadata to associate with this participant.
---------------------------------------	---

### Example Request

```
{"integrationPartnerParticipantMetadata":{"candidateId":"cand-7890","assessmentId":"assessment-5678","fieldId":"emotional-intelligence","testStatus":"in-progress","reviewedBy":"admin_user_2"}}
```

### Response Parameters

integrationPartnerParticipantMetadata	JSON metadata from the original participant creation
---------------------------------------	--

### Example Response

```
{"integrationPartnerParticipantMetadata":{"candidateId":"cand-7890","assessmentId":"assessment-5678","fieldId":"emotional-intelligence","testStatus":"in-progress","reviewedBy":"admin_user_2"}}
```

## Delete

\* Only metadata is removed, the participant and their core data remain unchanged.

### HTTP Method

DELETE

### API Endpoint

{{base-url}}/clients/{{clientId}}/participants/{{participantId}}/metadata

OR

{{base-url}}/clients/{{clientId}}/participants/external/{{integrationPartnerParticipantId}}/metadata

### Example Response

HTTP 200



# Requesting A Report

## HTTP Method

POST

## API Endpoint

{{base-url}}/clients/{{clientId}}/reports

## Request Parameters

participantIds	Array of ids for each participant to be included in the report request.
reportBundleId	The id of the bundle in which the desire reports are located.
reportIds	Array of ids for each report that should be included.
normIds	Array of ids for each norm that should be included.
roleProfileIds	Array of ids for each role profile that should be included.
format	The document format for the report. This can be 'doc', 'docx' or 'pdf'. The default is 'docx' if no format is specified.

### Example Request

```
{
  "participantIds": ["1-1-49164582-ad37-45aa-abc5-c4d622824131", "1-1-50164512-ad37-45aa-abc5-c4d122824131"],
  "reportBundleId": "reportBundle1",
  "reportIds": ["report1", "report2"],
  "normIds": ["norm1", "norm2"]
}
```

## Response Parameters

reportQueueId	The id of the report in the Podium report queue. This can be used to check the status of the report creation and to download it when ready.
---------------	---

### Example Response

```
{
  "reportQueueId": "1-1-58bbcd87-d0f4-4673-9e40-c9e3d3772012"
}
```

## By Date Range

\* Use caution when calling this endpoint. A credit charge will apply for each participant who hasn't yet had results or reports generated for the specified test ids.

### HTTP Method

POST

### API Endpoint

{{base-url}}/clients/{{clientId}}/reportsbydaterange

### Request Parameters

reportBundleId	The id of the bundle in which the desire reports are located.
reportIds	Array of ids for each report that should be included.
normIds	Array of ids for each norm that should be included.
roleProfileIds	Array of ids for each role profile that should be included.
format	The document format for the report. This can be 'doc', 'docx' or 'pdf'. The default is 'docx' if no format is specified.
startDate	All participants with completed results, on or after this date (inclusive). Must be in YYYY-MM-DD format.
endDate	All participants with completed results, on or before this date (inclusive). Must be in YYYY-MM-DD format.

### Example Request

```
{
  "participantIds": ["1-1-49164582-ad37-45aa-abc5-c4d622824131", "1-1-50164512-ad37-45aa-abc5-c4d122824131"],
  "reportBundleId": "reportBundle1",
  "reportIds": ["report1", "report2"],
  "normIds": ["norm1", "norm2"],
  "startDate": "2024-08-20",
  "endDate": "2024-12-02"
}
```

### Response Parameters

reportQueueId	The id of the report in the Podium report queue. This can be used to check the status of the report creation and to download it when ready.
---------------	---

### Example Response

```
{
  "reportQueueId": "1-1-58bbcd87-d0f4-4673-9e40-c9e3d3772012"
}
```

## Checking the Status of A Report

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/reports/{{reportQueueId}}/status

### Response Parameters

completionDate	The date and time the report was completed. If this is null, the report has not been generated.
error	true/false. Whether or not an error occurred while generating the report. If this is true, a notification will have been sent to a Podium technical support representative and a resolution will be sought. If a resolution cannot be achieved, the 'suspended' flag will be set (see final parameter).
suspended	true/false. A more serious problem has been discovered. The integration partner will be notified of the issue.

### Example Response

```
{"completionDate": "2018-11-30T15:29:51.0733333Z", "error": false, "suspended": false}
```

## Downloading A Report

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/reports/{{reportQueueId}}

### Storage

The report will be returned as a direct file download with the appropriate mime type. For security reasons, we do not return public endpoint urls so please download the file directly and store on your own system as required.

Reports will be held on our system for a period of 1 year after generation or shorter if a deletion request is made in keeping with our GDPR policy.

## Getting A Secure Report Download Link

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/reports/{{reportQueueId}}/securelink

### Response Parameters

downloadLink	A secure, time-limited link to the report. The link will be valid for one hour from the time it is requested and then it will be unusable. New links to the same report can be requested as many times as required.
--------------	---

### Example Response

```
{"downloadLink": "https://podiumreports.blob.core.windows.net/production/1/1/reportdownload.zip"}
```

## Getting the Current Client Credit Total

### HTTP Method

GET

### API Endpoint

{{base-url}}/clients/{{clientId}}/credits

### Example Response

```
{"creditTotal": 100}
```

# Podium Webhooks

Integration partners are able to register webhooks on the Podium platform for asynchronous events. Webhooks enable partners to receive real-time notifications about events that occur on the Podium platform.

## Supported Webhooks

Currently, we support the following webhooks:

1. **Test Completed**
2. **Test Completed With Result Scoring** \* Results incur usage charges (see below for further details).

## Webhook Setup & Configuration

During initial setup, integration partners can request which webhooks they would like to have enabled. Only the webhooks you explicitly request will be activated for your integration.

To request webhook activation, please contact your Podium integration representative and provide:

- The list of webhook event types you want enabled (e.g. testCompleted, testCompletedWithResultScoring)
- The endpoint URL(s) you want us to send webhook notifications to, these can be separate or combined for each webhook event type

\* For the testCompletedWithResultScoring webhook: We will also need to confirm the default **normId** you wish to use for automated result delivery. This ensures that results are scored and mapped consistently across your integration.

You may update your webhook configuration at any time by contacting your representative.

## Test Completed

This webhook is triggered when a participant completes a test on the Podium platform. This allows integration partners to track participant test completion and take appropriate actions (such as updating CRM records, triggering follow-up communications, or logging the event).

### Example Payload:

[POST]

```
{
  "event": "testCompleted",
  "timeStamp": "2019-01-23T11:07:15.1077954Z",
  "participantId": "1-1-c57ffc13-7f62-4eb7-b7c8-8d38ad11acc2",
  "integrationPartnerParticipantId": "partner-id-12345",
  "invitationId": "327677cb-a539-4a2f-af1f-d72e603e9072",
  "testId": "PERSPECTIVES90"
}
```



## Test Completed With Result Scoring

This webhook is triggered when a participant completes a test. This allows integration partners to immediately capture both the fact that the test was completed and the resulting data.

*\* Enabling this webhook will incur usage charges equivalent to making a /results API call. If you have this webhook enabled and later manually call the /results endpoint with the same details, a second charge will not be taken.*

### Example Payload:

[POST]

```
{
  "event": "testCompletedAndScored",
  "timeStamp": "2019-01-23T11:07:15.1077954Z",
  "participantId": "1-1-c57ffc13-7f62-4eb7-b7c8-8d38ad11acc2",
  "integrationPartnerParticipantId": "partner-id-12345",
  "invitationId": "327677cb-a539-4a2f-af1f-d72e603e9072",
  "testId": "PERSPECTIVES90",
  "results": {
    "participantId": "1-1-c57ffc13-7f62-4eb7-b7c8-8d38ad11acc2",
    "clientId": "d10ffc13-7f62-fe7f-b7c8-8d38ad11acc2",
    "integrationPartnerId": "partner-12345",
    "integrationPartnerParticipantId": "partner-id-12345",
    "integrationPartnerParticipantMetadata": null,
    "results": [
      {
        "testId": "PERSPECTIVES90",
        "completionDate": "2019-01-23T11:07:15.1077954Z",
        "scores": [
          {
            "scaleId": "SOC",
            "percentileScore": 41,
            "rawScore": 23.0,
            "standardisedScore": 5.0
          }
        ]
      }
    ]
  }
}
```