



HireDiversity Batch Posting Specifications

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Overview

HireDiversity accepts incoming job feeds in various formats. If you'd like to use a feed that you have already set up, we may be able to accommodate you as long as your pre-existing feed contains the required fields. Please inquire to see if we can take your feed as is.

This document will describe what and how to do to keep your HireDiversity jobs up-to-date and maximize your exposure to our diverse candidates.

To batch post, you will need to do the following:

- Step1: Review the Data Fields**
- Step2: Choose the Job Refresh Strategy**
- Step3: Choose the File Format**
- Step4: Choose the Delivery Mechanism**
- Step5: Send a Test file**
- Step6: Go live**

1. Data Fields

Req Column Values

R - Always Required Fields (jobs will not be posted if any are missing)

* - Conditionally Required Fields

(blank) - Optional Fields

Field	Req	Type	Len	Description
JobID	R	String	127	Must be unique. Must be printable characters.
Company	R	String	127	
Title	R	String	255	Job title of the position.
JobDescription	R	Text	No limit	This is the only field that responds to keyword searches.
JobFunction	R	Numeric / String	255	Assign Job Function ID(s) from our list. Maximum of seven per job. (see the Appendix for the list) Separate IDs with comma(.). Or enter your job function(s) – we will build a map from your list to ours. Send us your complete job functions list.
City	R	String	127	For nationwide jobs, leave this blank.
State	R	String	2	Two-character state abbreviation – CA, NY, TX etc. You can find the list of state abbreviations at usps.com For nationwide jobs, leave this blank.
Country	R	String	127	
Action	*	String	25	Required when your Job Refresh Strategy is “Updates Only”. Take one of the following three values: Add, Update, Delete
CloseDate	*	Date		Required when your Job Refresh Strategy is “Close Date Predetermined”. This is guaranteed up to 60 days. When your membership expires, all jobs will be taken down regardless of their close date.
HireDiversityClientID	*	Numeric		Agency only. Required when you post on behalf of

				multiple clients. You may obtain a HireDiversityClientID from HireDiversity Customer Service. If you are posting on behalf of non-members, use 7151.
Username	*	String	50	Agency only. You may use the Username and Password to associate the jobs with the particular client. You may obtain a Username for the client from HireDiversity Customer Service.
Password	*	String	50	Agency only. You may use the Username and Password to associate the jobs with the particular client. You may obtain a Password for the client from HireDiversity Customer Service.
InsertionOrder	*	String	255	Agency only. Required when you post on behalf of non-members.
Zip		String		five-digit zip code, or seven-digit Canadian postal code
Division		String	127	
RelocationAssistance		String		This field takes one of three values – Yes, No, and Maybe. If you leave this out, No is assumed.
Salary		String	127	Whatever you put will be displayed to the candidates. If you want to keep the salary confidential, don't include it in the feed.
RequiredDegreeID		Numeric		This indicates if the job requires a degree or not. Select DegreeID from our Degrees list (see the Appendix for the list)
RequiredExperienceID		Numeric		This indicates a required experience level for the jobs. Select ID from our Experience Levels list (see the Appendix for the list)
BatchReportTo		String		If you would like to receive per-transaction batch post reports, include this field. Specify a single email address.

Contact Fields

Some method of applying for the job is required.

You can include application instructions in the job description, or you can include a field or bunch of fields from following to indicate how candidates apply for your jobs.

Be advised, all Contact Fields except ApplyEmail will be displayed to the candidate.

Field	Req	Type	Len	Description
ApplyEmail		String		If you want applications sent to you via email – and you want to keep the email address private – use this field. It must be a single email address. The email will not be shown to the candidate. If you want the email address to be shown, use ContactEmail.
ContactName		String	127	
ContactAddress		String	127	
ContactAddress2		String	127	
ContactCity		String	127	
ContactState		String	2	Two-character state abbreviation – CA, NY, TX etc. You can find the list of state abbreviations at usps.com
ContactZip		String	127	
ContactCountry		String	127	
ContactPhone		String	50	Include the area code.
ContactFax		String	50	Include the area code.

ContactEmail		String	511	You may specify multiple email addresses for a single job. Separate email addresses with semicolons (;)
ContactWebsite		String	512	If you wish a candidate to apply online via your career site, specify the career site here. When a candidate clicks the Apply button, he/she will be redirected to that URL.

2. Job Refresh Strategies

Be advised, jobs expire in 60 days from date of post. If a job is still open after 60 days, please include the job again in your feed on 61st day. We will post it as a new job.

To keep your job information up-to-date, please select one of three ways.

- **Full Refresh**
Send all your active jobs periodically. More suitable for small numbers of jobs.
Jobs that have never been included before (based on their JobID) will be posted.
Jobs that have been included, but are missing from the new feed, will be taken down.
Jobs that have been included, and are included in the new feed again, will be updated.
- **Updates Only**
Send only the changes since the last feed was sent. The Action field needs to be included.
This method saves a great deal of computational energy and bandwidth for large quantities of jobs.
- **Close Date Predetermined**
Include the CloseDate field. Each job will be taken down on its CloseDate automatically

3. File Format

HireDiversity accepts feeds in various formats.

You can send a single file with all the jobs or all the files individually.

- **Delimited Text**
We take most types of delimited text file – pipe, tab, comma, etc. – as long as it has a header line and uses proper escaping. See the Appendix for the sample delimited text file.
- **XML**
See the Appendix for the sample XML file.

4. Delivery Mechanism

Jobs can be delivered in one of four ways.

- **Your Website**
We can grab the feed file from your website with or without password.
- **Your FTP server**
Please provide us the account information.
- **HireDiversity FTP server**
We will set up the account for you.
- **Email**
The email must be delivered to jobpost@hirediversity.com
The email must have some means by which we may identify it as a batch post email. For example, it could always come from a known email address or subject line.
This method will be available only for small amount of jobs.

We process your feed file on a regular schedule based on your input. Options are:

- **Weekly**
- **A given day at a given time**
- **Daily at a given time**
- **Several times a day**

5. Send a Test file

When you are ready to send us jobs, please contact us to arrange the test.

We will review your feed file with other necessary provided information we have described in this document.

Once we have all the information we need, we'll post the jobs to HireDiversity.com and send you a batch posting report as to how many were posted.

This report will include a link to the list of your jobs on HireDiversity for you to review.

6. Go live

Now you can relax and let the applications pour in.

Appendix

Job Functions

You can see the list in excel format at

<http://www.hirediversity.com/client/txt/HDcomJobFunctions.xls>

ID	Job Function
1	Accounting/Auditing
2	Administrative and Support Services
3	Advertising/Marketing/Public Relations
4	Aerospace/Aviation/Defense
5	Agriculture, Forestry, & Fishing
6	Architectural Services
7	Arts, Entertainment, and Media
8	Automotive/Motor Vehicle/Parts
9	Banking
93	Bioenergy
10	Biotechnology
94	Building & Construction
11	Building and Grounds Maintenance
12	Computers, Hardware
13	Computers, Software
14	Construction, Mining, and Trades
15	Consulting Services
95	Consulting/Project management
16	Customer Service and Call Center
108	Dental Assistant/Hygienist
109	Dental Practitioner
110	Diet & Nutrition
96	Drilling
17	Education, Training, and Library
18	Employment Placement Agencies
19	Engineering
20	Executive Management
21	Finance/Economics
22	Financial Services
97	Geoscience
23	Government and Policy
111	Health Information
36	Hospitality/Tourism
37	Human Resources
38	Information Technology
39	Installation, Maintenance, and Repair
40	Insurance
41	Internet/E-Commerce
42	Law Enforcement, and Security
43	Legal
44	Manufacturing and Production
112	Mental Health
45	Military

46	Nonprofit
113	Nursing
98	Oil & Gas
47	Oil/Gas/Utilities
114	Optical
48	Other
107	Other energy
59	Other Healthcare
115	Paramedics
49	Personal Care and Services
116	Pharmacy
117	Physician/Pathologist's Assistant
118	Physician/Surgeon
99	Power Distribution
100	Power Generation
119	Public Health Administration
50	Publishing/Printing
51	Real Estate
101	Renewable Energy
120	Research
102	Research & Development
52	Restaurant and Food Services
53	Retail/Wholesale
103	Safety & Environment
54	Sales
55	Science
121	Social Services
104	Solar Power
56	Sports and Recreation
122	Sports Medicine
105	Support Services
123	Technicians
124	Technologists
57	Telecommunications
125	Therapists
106	Transportation & Logistics
58	Transportation and Warehousing
126	Veterinary

Degrees

ID	Degree
0	Not Specified
1	High School (Diploma/G.E.D)
2	Associate or Vocational Degree (AA/AS/MCSE/etc.)
3	Bachelor's Degree (BA/BS)
4	Master's Degree (MA/MS/MBA)
5	Doctorate (Ph.D/MD/JD)

Experience Levels

ID	Experience Level
0	Not Specified
1	Student
2	Entry Level
3	Mid Level
4	Senior Level

Sample Batch Files

1. **pipe-delimited text file**
http://www.hirediversity.com/_client/txt/jobs-pipe.txt
2. **tab-delimited text file**
http://www.hirediversity.com/_client/txt/jobs-tab.txt
3. **comma-delimited text file**
http://www.hirediversity.com/_client/txt/jobs-comma.txt
4. **XML file**
http://www.hirediversity.com/_client/txt/job-xml.txt