

Upload Jobs: XML or JSON Feed

My company has an XML or JSON feed that we use to distribute our job data:

HiringOpps can import your jobs to the job board via an XML or JSON feed. Our system is able to parse any XML or JSON format that you have. If you already have a feed setup, please contact your administrator with a link to your feed. Please keep in mind that if there is any tracking information present in the data, such as a referral ID, you will need to duplicate your feed and replace the tracking information with the codes you use for the site.

For best job-posting accuracy, make sure that your feed contains all required and optional elements outlined in this document.

If your XML file is not web-accessible, we can arrange an FTP location for you to upload your file directly to our servers. Please contact your administrator to request an FTP account.

My company does not have an XML or JSON feed:

HiringOpps provides a proprietary XML format that you can use to update your job listings automatically. The process of setting up an XML feed varies greatly from company to company. If your job information is not stored in a database where you can easily extract the data into a file, sending your jobs to us is probably not an option for you. In such cases, we recommend that you use the spreadsheet option or manual posting option to submit your jobs. If you are unsure of which option is best for your company, you should consult your web developer(s) or IT administrator. Since technical expertise is required to generate an XML feed, your developers will likely be setting everything up for you.

Required Element Data

The following elements are required to be in your XML feed. The elements do not have to appear in the exact order below. However, if data for any of these elements is missing, the job will be skipped during the import process. It is very important that all the required elements below exist in your XML feed and that the data you provide is accurate.

Element Name: Job Number

Element Tag: <jobnumber>

This element of your XML feed should contain the job number. This should be a unique identifier for each job based on occupation and specialty in your XML feed. The reason this job number must be unique is that we use it to identify jobs that exist in our system already. Jobs with job numbers no longer present in the feed will be archived when the feed is imported.

Example(s): <jobnumber><![CDATA[JOB12345]]></jobnumber>

Element Name: Occupation

Element Tag: <occupation>

This element of your XML feed should contain the occupation of this job. This should be the occupation of each job in your XML feed for the site you have an active subscription (if the job board has multiple sites). If you have a subscription to more than one site, each site should have a separate feed addressing the occupations on that particular site. You should make sure that the occupation exactly matches the occupation list for that particular site so the jobs are set to appear in the appropriate searches and candidates can find your job/s easily and efficiently.

Example(s): <occupation><![CDATA[Accountant]]></occupation>

Element Name: Job Title

Element Tag: <jobtitle>

This element should contain the job title. This should be the title of the job in question. This is the first thing that job seekers will see when searching for your jobs so you should ensure that the titles you provide are specific and will get a job seeker's attention.

Example(s): <jobtitle><![CDATA[Software Engineer Opening in Charlotte, North Carolina]]></jobtitle>

Element Name: State

Element Tag: <state>

This element should contain the State where the job is located. If your job is outside of the United States, you should include the appropriate state or province name in this element.

Example(s): <state><![CDATA[Texas]]></state>

Element Name: Country

Element Tag: <country>

This element should contain the country where the job is located. **PLEASE NOTE: THIS FIELD IS ONLY REQUIRED IF THE JOB IS LOCATED OUTSIDE OF THE US.**

Example(s): <country><![CDATA[India]]></country>

Element Name: Contact Email Address

Element Tag: <emailaddress>

This element should contain the contact email address for this job. This should be the email address where you want applications for this job to be sent. This could be a general email address for your company or a recruiter's direct email address if an individual at your company is responsible for the job in question. As you enter new email addresses into your XML feed, please remember to add that user to the site.

Example(s): <emailaddress><![CDATA[recruiter.name@yourdomain.com]]></emailaddress>

***Contact Email address will be automatically set to administrator if there is no existing user under your company profile.**

Element Name: Job Description

Element Tag: <jobdescription>

This element should contain a detailed job description. We recommend including as much information as possible in your description. Providing specific and detailed job descriptions not only helps job seekers find your jobs in our search system but also increases the chance that applicants will meet the job's requirements.

Example(s): <jobdescription><![CDATA[Physician needed in Seattle.]]></jobdescription>

***Basic HTML tags for formatting are allowed (
, <p>, , <a>, , etc.).**

Optional Element Data

Please note that these elements are completely optional and may not apply to all types of job openings or organizations. In addition, these elements do not need to be in any specific order in your XML feed.

Element Name: Company

Element Tag: <company>

This element should contain the name of the company this job will be associated with on the destination job board. The company must already exist on the HiringOpps job board before the importer will successfully associate the job with the company. If a company is specified, but not found on the destination job board, the job will be skipped during importing.

Element Name: Notified Users

Element Tag: <notifiedusers>

This element should contain the email address of the employee or administrator who should be notified when candidates apply to the job. This element may contain a list or array of users to be notified. The specified users should be registered on the destination job board and be associated with the company that the job will be imported under. If the notified users are not found or are not registered with the correct company, the default company administrator will be used instead.

Element Name: Specialty

Element Tag: <specialty>

This element should contain the job's specialty. This element should match one of the specialties listed in our database. If no match is found, there are classifiers in place to determine the specialty using keywords and the title. When a match is still not found, this will be defaulted based on the occupation.

Example(s): <specialty><![CDATA[Critical Care]]></specialty>

Element Name: City or Metropolitan Area

Element Tag: <city>

This element should contain the City or Metropolitan area. Our search system relies heavily on your job's location information to find jobs matching the seeker's requirements. You should be as accurate as possible with this element. However, if you cannot provide an exact city, a metropolitan area or approximate location is acceptable. Cities can also be defaulted to the largest city in the state or use the title to try to determine city. Please let the administrator know if you want to remove this default capability. In that case, city will be blank in our system.

Example(s): <city><![CDATA[Houston]]></city>

Element Name: Zipcode or Postal Code

Element Tag: <zipcode>

This element should contain the zipcode where the job is located. If your job is outside of the United States, you should include the appropriate postal code for that location in this element.

Example(s): <zipcode><![CDATA[57402]]></zipcode>

Element Name: Degree

Element Tag: <degree>

This element should include the required degree level for candidates to be considered for the position. This element should match one of the degrees listed in our database. If no match is found, there are classifiers in place to determine the degree using keywords. When a match is still not found, this will be defaulted based on the occupation.

Example(s): <degree><![CDATA[MD/DO]]></degree>

Element Name: Position Type

Element Tag: <positiontype>

This element should include the required type of position the job offers. This element should match one of the position types listed in our database. If no match is found, there are classifiers in place to determine the position type using keywords. When a match is still not found, this will be defaulted based on the occupation.

Example(s): <positionType><![CDATA[Part-Time]]></positonType>,
<positiontype><![CDATA[Permanent]]></positiontype>

Element Name: Work Environment

Element Tag: <workenvironment>

This element should include the required work environment for the job. This element should match one of the work environment listed in our database. If no match is found, there are classifiers in place to determine the work environment using keywords. When a match is still not found, this will be defaulted based on the occupation.

Example(s): <workenvironment><![CDATA[Academic/Research]]></workenvironment>

Element Name: Address

Element Tag: <address>

This element should contain the address (Line 1) for this job. Providing an address where possible will allow more candidates to see your job.

Example(s): <address><![CDATA[This is where you should place your job address.]]></address>

*** Please note: City, State, and Zipcode are separate elements.**

Element Name: Address2

Element Tag: <address2>

This element should contain the address (Line 2) for this job. Providing an address where possible will allow more candidates to see your job.

Example(s): <address2><![CDATA[This is where you should place your job address.]]></address2>

*** Please note: City, State, and Zipcode are separate elements.**

Element Name: Minimum Salary

Element Tag: <jobSalaryMin>

This element should contain the minimum salary for this job. The value should be an integer without any formatting.

Example(s): <jobSalaryMin><![CDATA[30000]]></jobSalaryMin>

Element Name: Maximum Salary

Element Tag: <jobSalaryMax>

This element should contain the maximum salary for this job. The value should be an integer without any formatting.

Example(s): <jobSalaryMax><![CDATA[40000]]></jobSalaryMax>

Element Name: Salary Type
Element Tag: <salaryType>

This element should contain the salary type (hourly, yearly, monthly, weekly, daily) for this job. Default is yearly.

Example(s): <salaryType><![CDATA[Yearly]]></salaryType>

Element Name: Candidate Contact URL
Element Tag: <candidateContactURL>

If this job has an associated candidate contact URL, place it here.

Example(s): <candidateContactURL><![CDATA[http://careerboard.com/apply/jobId=23u3u3]]></candidateContactURL>

Element Name: Able to sponsor a US Visa Candidate?
Element Tag: <visasponsorship>

If this job offers visa candidate sponsorship, you should add this element to the job entry. Then, for every job that offers visa sponsorship, you should place "Yes" in the row.

Example(s): <visasponsorship><![CDATA[Yes]]></visasponsorship>

Element Name: Company Video
Element Tag: <companyVideo>

If this job has an associated company video URL, place it here.

Example(s): <companyVideo><![CDATA[formatted YouTube, Wistia, Vimeo URL]]></companyVideo>
***Please note: Video must be approved by one of our administrators before it will be displayed to the public. Video must be a valid YouTube, Vimeo, or Wistia URL.**

What To Do Next

Once you have completed setting up your feed generating script/software and have generated your first feed, please send a link to the file to your administrator for review. If your feed is not web-accessible, please request an FTP account.

Example Feed:

```
<jobs>
  <job>
    <company><![CDATA[HiringOpps]]></company>
    <notifiedusers><![CDATA[admin@hiringopps.com,employee@hiringopps.com]]></notifiedusers>
    <jobnumber><![CDATA[54869]]></jobnumber>
    <occupation><![CDATA[Physician]]></occupation>
    <jobtitle><![CDATA[Physician Opening in Charlotte, North Carolina]]></jobtitle>
    <specialty><![CDATA[Hematology/Oncology]]></specialty>
    <city><![CDATA[Houston]]></city>
    <state><![CDATA[Texas]]></state>
    <zipcode><![CDATA[54702]]></zipcode>
    <address><![CDATA[100 Broadway]]></address>
    <address2><![CDATA[Suite 100]]></address2>
    < jobSalaryMin><![CDATA[200000]]></jobSalaryMin>
    < jobSalaryMax><![CDATA[350000]]></ jobSalaryMax>
    <degree><![CDATA[MD/DO]]></degree>
    <positiontype><![CDATA[Permanent/Full-Time]]></positiontype>
    <workenviorment><![CDATA[Long-Term Care/Facility]]></workenviorment>
    <emailaddress><![CDATA[recruiter.name@yourdomain.com]]></emailaddress>
    <jobdescription><![CDATA[A clinic in Wisconsin needs you.]]></jobdescription>
  </job>
  <job>
    <company><![CDATA[HiringOpps2]]></company>
    <notifiedusers><![CDATA[user@hiringopps2.com]]></notifiedusers>
    <jobnumber><![CDATA[35487]]></jobnumber>
    <occupation><![CDATA[Administrative]]></occupation>
    <jobtitle><![CDATA[Admin in Philadelphia]]></jobtitle>
    <specialty><![CDATA[Administrative Assistant]]></specialty>
    <city><![CDATA[Philadelphia]]></city>
    <state><![CDATA[Pennsylvania]]></state>
    <country><![CDATA[US]]></country>
    <zipcode><![CDATA[19019]]></zipcode>
    <address><![CDATA[100 Broadway]]></address>
    <address2><![CDATA[Suite 100]]></address2>
    < jobSalaryMin><![CDATA[12]]></jobSalaryMin>
    < jobSalaryMax><![CDATA[15]]></ jobSalaryMax>
    <salaryType><![CDATA[Hourly]]></salaryType>
    <degree><![CDATA[Associates]]></degree>
    <positiontype><![CDATA[Full Time]]></positiontype>
    <visasponsorship><![CDATA[No]]></visasponsorship>
    <workenviorment><![CDATA[Office]]></workenviorment>
    <emailaddress><![CDATA[recruiter.name@yourdomain.com]]></emailaddress>
    <jobdescription><![CDATA[In search of a Admin Assistant in PA.]]></jobdescription>
  </job>
</jobs>
```