

Automated Job Importing to MilitaryHire.com

As part of premium membership levels, MilitaryHire (MH) offers the ability for our customers to bulk import their jobs into our system, via a structured XML jobs url provided to us, unique to each customer. This document will serve as a high level overview of our process, and baseline file standards.

Process

Upon completion of new account signup, and successful account verification / payment at a qualifying membership level, MH will begin the job import setup:

- An initial joint call to overview the process and answer any questions you may have. We recommend sharing this document with your development team ahead of time and inviting this to this call so they have an opportunity to ask any clarifying questions.
- Once the technical process is understood, your development team works to create your job import feed. Please keep in mind that your **production job feed url is required to start the process on our end**.
- Once we have your production job feed, we will begin the process of integrating into our system. Generally we find there are at least a couple data-related questions that need clarified or potentially updated in the actual job feed. Efficient and timely responses from your development team help speed this process along.
- Once all data issues have been cleared, the feed is programmed into our nightly import process. We are an agile development environment, and operate on two week sprints currently. To allow for sufficient development and QA time, our target is 1 month from receipt of your production XML feed to implementation on our site. Changes in job feed url or structure, or significant issues/changes to content of the job feed may impact this timeline.

File Standards

We currently only accept bulk job import data in XML format. Our recommended format is attached as Appendix A. Deviations from this template, especially additional data fields, may result in longer analysis and implementation timeframes.

Appendix A

XML Template

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<!-- The following document describes MilitaryHire's XML
      feed format.
      Our explanation is enclosed inside each element.
      It is a good idea to use a CDATA block around your data
      in case your data includes characters such as & or < >
      Each field is noted as either required or optional
      Multiple <job> elements can be listed within one
      <jobs> tag.
```

```
-->
```

```
<!--
```

```
      MilitaryHire will retrieve the feed from your HTTP server once per day.
```

```
-->
```

```
<!-- you can use the following as a "cut and paste" template when building job postings.
      Replace our comments with the appropriate data -->
```

```
<!-- please note, the element names below are case sensitive. Please use all lower case. -->
```

```
<jobs>
```

```
<job>
```

```
<title><![CDATA[(required) The title of the job position]]></title>
```

```
<referencenumber><![CDATA[(required) Your internal ID for tracking this
job]]></referencenumber>
```

```
<!-- url field below can be replaced with email address -->
```

```
<url><![CDATA[(required) the web URL or EMAIL ADDRESS where we should direct the
candidate to apply for this job]]></url>
```

```
<city><![CDATA[(required) this job's city]]></city>
```

```
<state><![CDATA[(required for US jobs) the two-letter state abbreviation for this job's
state]]></state>
```

```
<country><![CDATA[(optional) ISO 3166 two letter country code - see
http://www.iso.org/iso/english\_country\_names\_and\_code\_elements]]></country>
```

```
<postalcode><![CDATA[(optional) the zip code for this job's location]]></postalcode>
```

```
<job_type><![CDATA[(required) must be either "employee", "contract", "Intern",
"Apprenticeship", or "Temp to Hire"]]]></job_type>
```

```
<job_type2><![CDATA[(required) must be either "fulltime", "parttime", or "Remote
Work"]]></job_type2>
<category><![CDATA[(optional) The category for the job must be one of the following
'Administrative Support', 'Computers/Information Technology',
'Education/Counseling',
'Engineering', 'Law Enforcement/Legal/Security', 'Logistics/Transportation',
'Maintenance/Installation/Repair', 'Manufacturing/Production',
'Medical/Healthcare', 'Merchant Marine/Maritime', 'Public
Sector/Government',
'Retail', 'Sales/Marketing', 'Science/Biotech', 'Supervision/Management',
'Telecommunications', 'Arts/Media/Graphics', 'Defense Contracting',
'Finance/Accounting', 'Hospitality/Entertainment', 'Human
Resources']]></category>

<description><![CDATA[(required) the job description]]></description>

</job>
</jobs>
```