

File Format Required

The file format required is called Comma Separated Values, or CSV. In this format each item or field is separated with a comma (,) character. Alphanumeric (text) fields should be enclosed (or identified) in double quotation marks (the " character). For example, to enter a job title of VB Developer, enter as "VB Developer".

Note: Due this requirement for identifying data using the double quotes, double-quotes must not appear in the data field values themselves. Double-quotes in a field value must be replaced with single quotes. For example, the string, "a "brilliant" opportunity" should appear as "a 'brilliant' opportunity".

Each job record should end with a standard carriage-return/line feed combination to indicate that that is the end of the data relating to it. Also, each record should have a cell for each field in the table below, even if no value is specified.

A CSV format file can be generated using common applications such as MS Excel. Simply enter the data for each job in a row in the spreadsheet, placing the value for each new field in a new cell in the row. Once you have entered all your job details, click on the "Save As" option from the "File" menu, select the CSV format and give your file a name. The file extension must be specified as .csv.

Uploading the File onto TTJ

Login to TTJ and go to the "Manage Jobs" section, select the "Upload Multiple Jobs from File" option and browse to the file you created above via the "Click Here to Select Your File" button. Once you have selected the file click on the "Continue" button. The file will be transferred to the website. Next select "CSV" as the format of the file and click on the "Submit" button. If the data in the file is in the correct format the jobs will be registered for your account. If there are any problems you will receive a message to indicate what they are.

Data Supplied

Although some fields for the job record detailed below are optional it is preferable to include values for as many of them as you can. This improves the chances of relevant searches by job seekers bringing up your specific job(s).

Important

Please note that each row in a CSV file represents one job record and it should have 31 columns (i.e. "A" through to "AE" in a spreadsheet application such as MS Excel). If you do not wish to supply a value for a particular column, please leave it blank. Otherwise, the job feed will not be successful.

DO NOT include the field names in the first row. Otherwise the import will result in errors for that row.

Field Names and Definitions

Key:	
	Required Values
	Optional (Not mandatory)

Field Position	Field Name	Field Description	Data Type	Data Length
1. (A)	userid	Advertiser User/Account login ID as supplied by TTJ	Character	10
2. (B)	password	Advertiser Password as supplied by TTJ	Character	10
3. (C)	job_type	The code/label for the type of job Valid codes and labels are.. 0=Permanent 1=Contract 2=Temporary 4=Part-Time	Character	20
4. (D)	job_status	This field is used to define if a job should be set to active or deleted status. Supply the code: The job type codes are.... 0=Active 2=Delete 0 is the default if a value is not supplied or a value other than 0 and 2 is supplied	Numeric	1
5. (E)	job_title	Job Title	Character	100
6. (F)	job_advert	Advertisement Text	Character	2500
7. (G)	job_ad_language	Specify the ID/name of the Language in which the advert is written. e.g. ENG or English Get the Language ID/name from supported codes	Character	50
8. (H)	job_ad_duration	Duration for advertising the Job in days: 7 or 30	Numeric	2
9. (I)	job_active_date	What date does the Advert become active on the TTJ site? This would normally be today's date. Enter in this format: dd/mm/yyyy	DateTime	

10. (J)	job_domain	Specify the ID/name of the domain. Get the Domain ID/name from supported codes document .	Character	50
11. (K)	job_market_sector	Specify the Industry Sector ID/name. Example: 1000224 (for IT Industry). Get the Industry Sector ID from supported codes document .	Charchater	50
12. (L)	job_cats	Enter the IDs/names of Sub-Industry Sectors(s). The values must be separated with ", " (comma and space). Example: 300162, 300058, 300160 (for "Consulting, ERP, Hardware") Get the Sub Industry Sector IDs/names from supported codes document.	Character	250
13. (M)	job_assc_industries	Enter the Associated Industry Sectors ID(s)/names from supported list for the Main industry sector. The values must be separated with ", " (comma and space). The upper limit on the number of associated industries is 5. The value selected for job_market_sector should be excluded from this list. Example: 1000231, 1000218 (for "Engineering, Electronics)	Character	250
14. (N)	job_country	Enter the Country ID/name in which the job is located. Example: GBR (for United Kingdom) Get the Country ID/name from supported codes document .	Character	50
15. (O)	job_region	Specify Region ID/name within the Country in which the job is located. The region has to be from the country you entered above.	Character	50

		Get the Region ID/name from supported codes document.		
16. (P)	job_county	Specify a County ID/name within the Region to be associated with this Job. Example: 102 (for "London City" etc) Get the County ID/name from supported codes document.	Character	200
17. (Q)	job_location	Textual name of Town where the job is located.	Character	100
18. (R)	job_qualifications	Specify Qualifications required for this Job	Character	255
19. (S)	job_experience	Specify Experience required for this Job	Character	100
20. (T)	job_languages	Specify any Spoken or written Languages for this Job	Character	100
21. (U)	job_salary_text	Specify the Job Benefits for this Job – Salary range, Car or Car allowance, Commission &/or Bonuses, Holidays, etc.	Character	100
22. (V)	job_start_date	The preferred date or short description related to when the successful candidate is required to start the job. Required for contract jobs. Enter in this format: dd/mm/yyyy	Character	50
23. (W)	job_period	The duration in weeks for which the contract will last Required for contract jobs.	Character	50
24. (X)	job_hours	The number of hours per week Required for contract jobs.	Decimal	18,2
25. (Y)	job_ref_no	Your job reference number	Character	100
26. (Z)	job_contact_name	Name of the contact person for this job.	Character	50
27. (AA)	job_contact_tel	Telephone number of the contact person	Character	50
28. (AB)	job_contact_email	Email address of the contact person	Character	100

29. (AC)	job_application_url	The website address for a webpage that you would like the applicant to be directed to if you wish for them to apply via your own website	Character	100
30. (AD)	job_permit_status	Whether applications will be accepted from candidates who may require a work visa / permit or not: 0=All applicants considered 1=Candidates requiring work permits not considered	Numeric	1
31. (AE)	job_ads_id	A unique advertiser identifier that may be assigned to you by TTJ	Numeric	1

Further Information

If you need any more information about any of the aspects covered in this document or would like to contact a member of staff about any technical issues, please contact

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