



Job Seeker – Multi-jobs CSV Template Guide

Version 1.2

CSV Template Guide

This document describes each of the 12 columns, shown in the Job Seeker CSV template file and what format the information must be entered as. See [Figure 4] for an example of a completed CSV job list.

Column A - Job Sector ID

Job Sector ID's range from 10 to 31. See the list shown in [Figure 1] to decide what sector your job belongs to and then enter the corresponding ID in Column A.

10	Administrative and Clerical
11	Advertising, Marketing and PR
12	Health and Social Care
13	Agriculture, horticulture and Animal services
14	Arts, crafts and design
15	Catering services
16	Education and training
17	Environmental sciences
18	Financial services
19	Information technology and information management
20	Legal services
21	Business Management and planning
22	Manufacturing and engineering
23	Performing arts, and media
24	Property and Facilities Management
25	Publishing and journalism
26	Retail sales and customer service
27	Science and research
28	Security and uniformed services
29	Sport, leisure and tourism
30	Transport and Logistics
31	General and Personal Services

Figure 1 - Job Sector ID's and Sector names

Column B - Job Title

Enter the title of the job. This column accepts alpha-numeric characters up to a maximum of 255.

For example:

Electricien industriel

EFL Teacher

Column C - Job Description

Add the full description about the job, including any specific responsibilities and hours if required.

This column accepts alpha-numeric characters and can include the following HTML tags:

Paragraphs `<p></p>`

Headings `<h1>`, `<h2>` and `<h3>`

Line Breaks `
`

Bold `` or ``

Italics `<i>` or ``

Unordered Lists ``

Ordered Lists ``

Please note: You should be familiar with the structure and inclusion of HTML tags. Incorrectly placed tags will affect the desired layout of the job description.

Column D - Job Type ID (Contract)

Job Type ID's range from 1 to 5. See the list shown in [Figure 2] to decide what type your job belongs to and then enter the corresponding ID in Column D.

1	Permanent
2	Contract
3	Part Time
4	Temporary
5	Apprenticeship

Figure 2 - Job Type ID's and Job Type names

Column E – Salary

The salary column accepts numerical values. 1-6 digits maximum or 9 digits including a decimal point to two decimal places.

For example:

1 to 999999 or 999999.00

Please note: When you first load the PONToon CSV template file in to MS Excel, or start entering your own Salary values with a decimal point, such as **8.60**, you'll notice that the last zero '0' is removed, e.g. **8.6**, or the last two zero's if you enter .00, e.g. **8**, but don't worry; the salary is re-formatted correctly adding both zero's back in after the decimal point once your job list is uploaded.

Column F – Currency ID

Currency ID's range from 1 to 3 [Figure 3]. ID 1 = Great British Pound (GBP). ID 2 = European Monetary Unit (EUR) and ID 3 = United States Dollar (USD).

Enter the ID number that corresponds with your currency, in column F.

1	GBP
2	EUR
3	USD

Figure 3 - Currency ID range

Column G – Job Rate

Job Rate ID's range from 1 to 5. See the list shown in [Figure 4] to decide what rate your job belongs to and then enter the corresponding ID in Column D.

1	Per hour
2	Per day
3	Per week
4	Per month
5	Per annum

Figure 4 - Job Rate ID's and Job Rate names

Column H – Location

The location column accepts single place names or full addresses.

Some examples are,

Portsmouth or Hampshire St, Portsmouth PO1, UK

Caen or Espl. de la Paix, 14000 Caen, France

Column I – Visibility

This column relates to whether the job will be visible to search results or not and accepts the values **true** or **false**. The value **true** is entered if the job being added will be shown in search results. Entering the word **false** means that the job will not be shown in search results.

Please note: You can control the visibility of each job in your company account, by using the visibility toggle switch.

Marking a job as **false** is useful if you are planning to edit the details later or require approval from another person before it can be shown in search results. It can also be used when you have filled the vacancy, so that users who have previously saved the job in their account will be shown the following message, '**This job has ended**'.

Column J – Latitude

This column accepts a maximum of 10 digits and must include a decimal point [.] after the first two digits.

For example,

50.79559990 (UK latitude) / **49.18156600** (French latitude)

Column K – Longitude

This column accepts a maximum of 11 digits and must include a hyphen [-] and a decimal point [.] after the first digit.

For example,

-1.09201040 (UK longitude) / **-0.36263700** (French longitude)

Please note: Care should be taken to ensure that the correct longitude is entered.

If you don't know the precise latitude or longitude, you can copy the example co-ordinates in for now and once you've uploaded your CSV Job List, you can edit the job and use the Google Maps location option.

Column L - Date Ending

This column represents the closing date of the job and requires the following format:

DD/MM/YYYY

For example,

14/06/2019

Example CSV Job List

Below is an example CSV job list template of five jobs that have been added with the correctly formatted information [Figure 4].

	A	B	C	D	E	F	G	H	I	J	K	L
1	12	New job 1	New job 1 description	1	17260	1	5	Portsmouth	TRUE	50.7984258	-1.1032027	31/07/2019
2	14	New job 2	New job 2 description	2	1438.5	2	4	Southsea	TRUE	50.7985851	-1.1042065	01/08/2019
3	16	New job 3	New job 3 description	3	332	3	3	Fratton	TRUE	50.7986858	-1.1052027	02/08/2019
4	18	New job 4	New job 4 description	4	68.8	1	2	Southsea	TRUE	50.7987851	-1.1062065	05/08/2019
5	22	New job 5	New job 5 description	5	8.6	2	1	Gosport	TRUE	50.7945338	-1.1203794	10/08/2019

Figure 5 - An example job list CSV with the correctly formatted information.

When you have finished adding your list of jobs, please make sure to save the document as a 'comma-delimited'.csv file before uploading it to your recruiter company account.

End.