Easy Job Posting

"Easy Job Posting" is an easier way of posting job by pasting the entire content of your job post in one text area and with just one click. With this feature, it is not required to enter each field of the job in separate text box. This will help employers/ recruiters to post jobs faster and with less effort.

You can access "Easy Job Posting" from the Post Job page in Employer login. The hyperlink to access "*Easy Job Posting*" is available on the top of the post job form.

This page will have a bigger text area to hold a max of 5000 characters and will extract the value for each field of the post job form using the below logic. You will see the preview of your job posting form before posting it. You can correct your values on the preview screen before posting it.

Please follow the below guidelines to post jobs using "Easy Job Posting".
- The job will have 3 section
  - Job Detail: (Mandatory) – This section will primarily have values for Job title, location, visa requirement, contract type and any other information.
  - Job Description: (Mandatory)
  - Technical skill Required: (Optional)
- The title and the actual value will be separated by a colon (:) – No space between the title and the colon (:). For Example : **Job Title: Java Developer**

Use the below table mapping/guidelines to input the value for each field of the job:

Field on Job Posting Form	Title to be used on the job posting text	Instruction	Default Value	Error Message if not found
Job Title	Job Title: Job Role: Role: Title:	Example: Job Title: Java Developer Job Role: Data Engineer Extract the text after the colon (:) and trim the spaces from both the end.	None	Job Title not found. Please correct and retry.
Location	Location:	Example: Location: Atlanta, GA Location: Miami, FL (Day 1 onsite) City is extracted before the comma (,) and state code is the next 2 letter after comma (,). Ignore the remaining characters after the state code. If your job has multiple location, please make sure that the 1st location (city, state code) is in the above format. For Remote location – Just specify "Location: Remote"	None	Location not found. Please correct and retry.
Employment Type	Type: Job Type: Employment Type: Contract Type:	Mention only the following values for various employment type: Mention: C2C → For Contract-C2C W2 → For Contract-W2	Contract – C2C	N/A

		Fulltime → For FullTime, PartTime → For PartTime If none of the values are mentioned or employment type is missing in your job post, then Contact – C2C will be set for the job.		
Skill	Skill:	Extract the text after the colon (:) and trim the spaces from both the end.	Job Title	N/A
Min. Years of Exp	Exp: Yrs. Of exp:	Extract the text after the colon (:) and trim the spaces from both the end.	7	N/A
Employer Email	Email:	Extract the text after the colon (:) and trim the spaces from both the end. **Email must be the 1st line of your Job Posting	Email ID of the employer from the Login profile	N/A
Employer Contact Number	Contact Number: Employer Contact Number:	This field is optional. Extract the text after the colon (:) and trim the spaces from both the end.	Blank	N/A
Short Description		Short Description is constructed as: <job_title> - <location> - <employment_type>		N/A
Additional Job Position Detail		From 2nd line (Excluding 1st line as it will contain email ID) till "Job Description" heading (Excluding the Job Description Heading)		N/A
Job Description		From **Job Description:** heading to either "Technical Skill" heading or to the end of the line.		Job Description not found. Please correct and retry.
Technical Skill Requirement		This field is optional. From "Technical skill" heading (if found) title to the end.	Blank	N/A

- The first lines should be Email: and then should continue with Job Title:, Location: etc.

Below is a sample template:

Email : shivam.mishra@quantumworldit.com

Job Title: SQL Developer with ETL background
Location: Alpharetta, GA (Day 1 On-site)
Contract type: C2C, W2
Visa: H1B

Job Description:

- *10+ years' experience with ETL process using oracle pl/sql packages, procedures, shell scripts/ perl/ python/Java*
- *10+ years' experience in designing, developing, and maintaining Data warehouses and applications.*
- *Good experience in SQL performance tuning, debugging, and analyzing sql code.*
- *Good experience in handling bulk loads, etl jobs in production.*

Technical Skill:

- *Create and manage an array of data design deliverables including data models, data diagrams, data flows and corresponding data dictionary documentation.*
- *Experience in the day-to-day practicalities of Agile software Product Development lifecycles such as Scrum, Lean Agile, Kanban, etc.*