

Information Bulletin: FTP BULK UPLOAD 4



Posting Vacancies to the Jobsite network in bulk using FTP¹

FTP Bulk Upload is a service with which you can ftp files containing multiple vacancies to us in xml format, comma separated value format (csv), or tab delimited format. If you can produce files in this format, we can switch you on almost immediately, allowing you to upload vacancies in bulk.

This service will benefit customers having large numbers of vacancies to be advertised.

What you will need

Firstly, you will need a Jobsite client account and contract with sufficient quota to advertise your vacancies.

In order to use the ftp service you will be given a private directory (your FTP directory) on one of Jobsite's computers. Your FTP directory will only be accessible to you through a predefined account name and password. Your FTP directory is used as the location to send your vacancies to by FTP. Any files posted into this directory will be processed by us. You will be given instructions on how to FTP the files when you are given your FTP Account Name. Your FTP Account Password will be communicated separately.

What you will receive

A confirmation email will be sent to the nominated email accounts for each file processed. The email will report the status of the file processing, and will also contain a link enabling you to view the individual details of each vacancy posted.

File processing

All files posted into the FTP directory will be processed. This processing involves: checking the filename extension, validating; then loading the vacancies. It is important to use the correct extension as this determines the processing of the file contents.

There is no restriction on the name of the file except for the following:

- filename must be filename.filetype
- filename must be:
 - less than 29 characters long,
 - contain only alphanumeric characters, underscore or minus sign.
- filetype must be as specified in File Types on page 2.

Once the file is processed it is removed from the FTP directory. You may load any number of files into the FTP directory at the same time provided they each have a different filename. It makes sense therefore to have some strategy in the naming and delivery of your files. One option might be for you to construct one file of vacancies to be delivered to us once per day. If this is the case then we recommend you name your files monday.csv, tuesday.csv, etc. Alternatively, you may create more or less than one file per day using some other naming strategy. This is entirely your choice.

Configuring your FTP service

When the FTP account is being set up, you will be asked to provide details of:

Who should receive confirmation or failure messages?

Please provide the name, email address and work telephone number of the users to receive notification emails. For each email address you will be asked to specify whether they should receive:

- confirmation of successful import, and/or,
- details of failures and test files.

Which accounts should be covered by this service?

By default, the account can accept vacancies for all client accounts that are allowed to use your contract services.

How should the system behave when duplicate vacancy references are encountered?

By specifying your Upload Mode you are indicating the nature and contents of the data you will submit to us, and also the rules governing the system behaviour when duplicate vacancies are encountered.

Upload mode

There are two options for the upload mode:

- Full Database
- Additions and Renewals Only

Full database mode

If it is easier for you to prepare a file containing all of the vacancies at a point in time that should be advertised on our site then choose this option. We will only post or renew vacancies that aren't already live. In this mode it is normal for there to be many live duplicates. Vacancies will be posted according to the following rules:

- new vacancies are posted.
- duplicate vacancies are posted as follows:
 - Non-identical duplicates are ignored without generating a failure notification.
 - Identical duplicates are only renewed if they are due to expire at the end of this day.
- expired vacancies: If a live vacancy is no longer found in the uploaded file then NO action is taken to expire the vacancy. The vacancy will expire at its normal expiry date. For this reason we recommend that users posting a Full Database specify that all vacancies should be posted for 1 week and that the full database should be posted to us each day.
- If some vacancies in a file fail their validation and others pass then the successful vacancies are posted.

Assuming this is the case then vacancies are posted for 1 week. If then, after a week, the vacancy is due to expire and it is no longer in the uploaded file then it will expire at midnight. If, however, the vacancy is still found in the upload file then it will be renewed for another 1 week.

Additions and Renewals Only

If it is easier for you to prepare a file containing only the new additions and renewals of vacancies to be advertised on our site then choose this option. In this mode it is not normal for there to be any duplicate vacancies in the upload file. Vacancies will be posted according to the following rules:

- New vacancies are posted.
- Duplicate vacancies are posted as follows:
 - Live duplicates are considered to be renewal postings. If an identical duplicate is encountered then it is renewed for the additional number of weeks detailed. An exception to this is if the renewal occurs on the first day of posting. This avoids accidentally renewing vacancies where a file is submitted twice by accident.
 - Non-identical duplicates are not expected in this mode. Non-identical duplicates are NOT loaded and trigger a failure notification.
- If some vacancies in a file fail their validation and others pass then the whole file is rejected and no vacancies are posted. Vacancies that would have been posted are shown as 'not posted' in the status report. This allows the file to be corrected and re-submitted without generating further errors due to live duplicates.
- If some vacancies fail for other reasons (such as insufficient quota) then only the relevant vacancies are rejected.
- If a live vacancy has been posted or renewed within the last 24 hours then it is not posted and a failure notification is generated.

What is meant by a 'Duplicate Vacancy'?

If a vacancy in the file to be uploaded has the same client_id and job_reference as a vacancy that is currently live then the new vacancy is further examined. The fields shown in Table 1 are checked to see if they are identical to the live vacancy. The comparison of the two vacancies ignores case and ignores all space characters.

The vacancy is an identical duplicate if the fields in Table 1 are the same.

The vacancy is a non-identical duplicate if not all field values in Table 1 match.

Table 1 Fields to be compared for live duplicates

job_title
job_description
job_type
job_industry_sector
job_duration
job_start_date
job_salary_or_rate
site_code

How are the files processed?

Our system will check for new files in your directory every 20 minutes. The processing firstly validates that the File Type is supported; secondly that the main structure of the file is well formed; thirdly, that structure of each vacancy is well formed. On completion of the processing:

- If there is a problem while processing the file then an email will be sent to the relevant contact email address(es).
- If the file is processed successfully then a confirmation email will be sent to the relevant contact email address(es).
- Where an error report is produced, it will be truncated at 15 kbytes so that the notification can easily be delivered by email.#

File Types

Three file types are supported: .xml, .csv, and .txt. If the file does not have one of the supported types then the whole file is rejected.

xml files

Files containing xml-formatted vacancies should be named as filename.xml

The xml document type definition file (dtd) can be found at .xml dtd definition on page 2.

Note that certain characters are not allowed in the vacancy text. These must be replaced by the xml equivalent (See Table 5 for details of xml character replacements).

csv files

Files containing csv-formatted vacancies should be named as filename.csv

These files will use a comma as the delimiter character.

txt files

Files containing tab-delimited vacancies should be named as filename.txt

These files will use a tab as the delimiter character.

File format

If the file is not well formed then the whole file is rejected.

.xml file format

For .xml files, the contents of the file must be as described in the dtd on page 2. Only tags described in this dtd should be included and should be included in the order shown in the dtd. An xml file is considered well formed if:

- each file starts with the `<?xml version="1.0" encoding="ISO-8859-1" ?>`. The encoding character set may vary but the set specified must be adhered to. See Table 6 for details on other supported character sets.
- each file must contain one `<gojobsite_database>` tag and end with the `</gojobsite_database>` tag.
- there is at least one vacancy within the file.
- each vacancy starts with the `<job>` tag and end with the `</job>` tag.
- the tag names are as described in the dtd including both case and order.

.csv and .txt file format

A csv or txt file is considered well formed if:

- the file contains NO header record.
- the field names are not included in the file (the field names shown in Table 3 are for information and should NOT be included in the vacancy detail).
- there is at least one vacancy within the file.
- each vacancy starts on a new line.
- there are no lines without a vacancy.
- any field containing embedded line breaks is enclosed in double quotes.
- all fields are terminated by the delimiter character, except for the last field in each record, which is delimited by either a carriage return plus a line feed, or a newline character.
- a field containing one or more delimiter characters is enclosed in double quotes.
- a field containing double quote characters is enclosed in double quotes and the double quote characters within the field are doubled.
- each vacancy contains a valid number of fields.
- the first field contains a numeric value.

Vacancy format

If a vacancy is not well formed then:

- if the Upload Mode is 'Full Database' then the individual vacancy is rejected,
- if the Upload Mode is 'Additions and Renewals Only' then the file is processed but no vacancies are posted.

.xml file vacancy format

For .xml files, a vacancy is well formed if:

- each of the mandatory tags is included for each vacancy.
- all open tags are matched by a corresponding closing tag after the relevant data.

Note that

- Where a field is shown as optional the relevant tags may be omitted if there is no data to be included.
- If the length of any of the fields is longer than expected the data in that field will be truncated unless otherwise specified (see Table 2).

.csv and .txt file vacancy format

For .csv or .txt files, a vacancy is well formed if:

- each vacancy starts on a new line.
- no field names are included in the vacancy. The field names shown in Table 2 are for information and should NOT be included in the vacancy detail.
- each optional field is included with the relevant delimiters.
- the fields are included in the order shown in Table 3.

Note that:


- Where a field is shown as optional this means the field may contain no text, but the required delimiters must still be included.

This means that ALL records must have the same number of fields and ALL fields must be present.

- If the length of any of the fields is longer than expected the data in that field will be truncated unless otherwise specified (see Table 2)

Can I see the results?

On completion of the processing you will be sent an email containing details of all postings. The email will contain a link from which you can see the status of each vacancy posting (see Figure 1 Example Upload Report). This will summarise the number of successful postings, the number of failures and the number of errors. You will be able to see the status of each vacancy and click through this to see the vacancy itself as well as more details on any errors or warning raised for that vacancy.

- warning: A warning is included if there is a problem which does not prevent the vacancy from being advertised. Some warning can be corrected on-line by logging into your client account on the relevant site. Warnings are identified by this symbol  in the Upload Report.

The status of each vacancy will be shown as:

- Added – the vacancy was posted successfully.
- Renewed – the vacancy was renewed successfully.
- Error – the vacancy was not posted due to an error. An error is included if the problem could not be resolved and requires correcting by you at source. In this case the vacancy (or vacancies) should then be resubmitted. Vacancies containing errors are highlighted in red in the Upload Report.
- Not posted – the vacancy was well formed but not posted due to a problem with another vacancy, or some other reason such as insufficient quota.
- Loaded – the vacancy was well formed but was not added, either because it was submitted to the TEST directory, or, the client is in “Additions and Renewals Only” upload mode and a different vacancy within the same file had errors.

Expiring Vacancies

It is not possible to expire a vacancy using this mechanism. Vacancies will expire naturally at the end of their advertised period, or, may be expired online.

Can't do any of these formats?

If you have any queries or questions please contact your account manager.

If you prefer to use your own file format, then you should send us an example along with any translation tables and explanations of all field contents and processing rules. We will do our best to provide you with the feasibility, cost and availability of this.

Testing the upload facility

When your FTP account is created we will create a “test” subdirectory in your FTP home directory. You can test the upload facility and your file format by FTP'ing a file into the test subdirectory. The file will be processed and loaded into a test area of the site. When the file is processed you will be sent an email detailing:

- any errors that were encountered while processing the file, and,
- a link to an area of the site where your test vacancies are stored. You can use this link to view the vacancies to make sure the correct data is being loaded into the correct fields. Note that test vacancies are not accessible to job-hunters and will not appear in any search results.

Table 2 Specific Attributes

Field name	Definition	Description	Errors, Warnings and Specific Rules
client_id	Number	The unique Jobsite Client identifier for your Jobsite account. You will be given this before your account goes live. The agency id is validated against the list of ids allowed to post using this FTP account. This is NOT your FTP account name.	Errors: <ul style="list-style-type: none"> • If this field is invalid then the vacancy is rejected.
client_password	Up to 21 characters	The password for the Jobsite account.	

Field name	Definition	Description	Errors, Warnings and Specific Rules
job_reference	Up to 19 characters	The reference identifier you give to your vacancy. Note that, in order to ensure that your identifier remains unique we will prefix it with your unique Jobsite Client Identifier followed by a hyphen. The entire value must still be no more than 26 characters. This implies that the job_reference you provide should be no longer than 19 characters.	Errors: <ul style="list-style-type: none"> if the value is too long then the vacancy is rejected. If any of the following characters are encountered: <ul style="list-style-type: none"> hash (#), forward slash (/), space (), plus (+) then they are changed to a minus sign (-)
job_title	Up to 69 characters.	The title of the vacancy to be advertised.	
job_description	Up to 2900 characters	The general description of the vacancy to be advertised.	Warnings: <ul style="list-style-type: none"> If the job_description is truncated then a warning is issued.
job_type	1 character	Must be either P, C or E meaning Permanent, Contract, or, Either.	
job_location	Up to 199 characters	The location or locations for the vacancy to be advertised.	
job_contact_email	Up to 129 characters	The email address of the contact for a vacancy.	Errors: <ul style="list-style-type: none"> If this is an invalid email address or greater than 129 characters then the vacancy is rejected.
job_industry_sector	2 characters	This must be from the list of employment market codes shown in Industry Sector codes. This will default to the client's Primary Industry Sector if no value is specified. The primary industry sector is displayed under your Client Home account details.	Errors: <ul style="list-style-type: none"> If a value is specified and is not in Error! Not a valid result for table. then the vacancy is rejected.
job_contact_name	Up to 60 characters	The name of the contact for a vacancy.	
job_duration	Up to 20 characters	The duration of the vacancy. This will default to TBD if missing	
job_start_date	Up to 50 characters	The start date if applicable for the vacancy. This will default to ASAP if missing	

Field name	Definition	Description	Errors, Warnings and Specific Rules
job_weeks_to_advertise	Integer Number	When a vacancy is posted this determines the number of weeks it is posted for. If a vacancy is renewed this will determine the number of extra weeks it is renewed for starting from the current expiry date. This must be between 1 and 52.	Errors: <ul style="list-style-type: none"> If an invalid number is specified then the vacancy is rejected.
job_salary_or_rate	Up to 25 characters	The salary or rate for the vacancy. Will default to Neg. if missing	
site_code	2 characters	The site(s) upon which the vacancy is to be advertised. If missing then the vacancies will be posted to the primary site/country for the client_id. If this field is present then it must contain a site code from Website codes . If you are unsure about which sites you are authorised to place vacancies on please contact customer support.	Errors: <ul style="list-style-type: none"> If an unsupported value is entered then the vacancy is rejected. Note that some combinations of client_id and site_code are not valid. If an invalid value is entered for the client_id then the vacancy will be rejected.
job_application_form ²	Integer number	The number identifying the application form you wish to attach to this vacancy. Note that if you have declared an Application Form as the default form in your Jobsite account then leaving this field blank will result in the default form being used. If you have a default form specified you can override this by entering the reference for another form, or 0 (zero) for no form.	Warnings: <ul style="list-style-type: none"> If the value is not compatible with the services for the client_id or is not a valid application form then a warning is issued but the vacancy is still posted. This may be corrected on-line.
job_psychometric_test ²	up to 50 characters	The test reference identifying the psychometric test you wish to attach to a vacancy.	Warnings: <ul style="list-style-type: none"> If the value is not compatible with the services for the client_id or is not a valid psychometric test for this client_id then a warning is issued but the vacancy is still posted. This may be corrected on-line.
job_template_ref	Integer Number	The number identifying the template belonging to the client_id to be used to display the vacancy.	Warnings: <ul style="list-style-type: none"> If the service has not been set up for this client_id then a warning is issued but the vacancy is still posted. This may be corrected on-line.

Field name	Definition	Description	Errors, Warnings and Specific Rules
job_direct_app	up to 500 characters	The location to which information on applications to a vacancy are to be delivered. Note that this will be validated against your client_id.	Errors: <ul style="list-style-type: none"> If the value is too long or an invalid format then the vacancy is rejected. An invalid format includes an incorrect domain for this client_id or omission of the source= statement. Warnings: <ul style="list-style-type: none"> If the service has not been set up for this client_id then a warning is issued but the vacancy is still posted.
job_client_internal_ref?	text	Holds a reference unique to the client. This is used to identify the job in the case where applications are delivered back the client system using HTTP Application Post. Only use this tag if you have been instructed to do so.	
job_footer_type?	text	Specifies which footer text to place on the vacancy (if any). This field is optional. Use any of the following values: <ul style="list-style-type: none"> EMP_AGENCY EMP_BUSINESS OTHER This field is not searchable by the candidate.	For the EMP_AGENCY and EMP_BUSINESS values the footers must have been configured by an administrator within Client Home ("Manage vacancy footers"). If OTHER is specified, the job_footer_text field should be used (see below).
job_footer_text?	text	Custom footer text to be placed on the vacancy. Be sure to specify OTHER in job_footer_type if this field is to be used. This field is not searchable by the candidate.	Errors: <ul style="list-style-type: none"> Maximum size of 4000 characters. If this is exceeded, the vacancy will be rejected.
job_cvm_enabled_vacancy?	text	Determines whether the job description should be submitted to the queue to receive either a CVM (CV Matching request) or a HH (Head Hunter request). Use any of the following values: <ul style="list-style-type: none"> CVM HH If no value is specified then no request is made. Note that a successful request will result in 1 unit being removed from the available quota for this service.	Warnings: <ul style="list-style-type: none"> If the service has not been set up for this client_id then a warning is issued but the vacancy is still uploaded. This may be corrected on-line.

Table 3 .csv or .txt Field sequence

Field name	Value is ...	Comments
client_id	Mandatory	
client_password	Optional	Not used.
job_reference	Mandatory	
job_title	Mandatory	
job_description	Mandatory	as a single text string
job_type	Mandatory	
job_location	Mandatory	Separate different locations with commas.
job_contact_email	Mandatory	
job_industry_sector	Optional	
job_contact_name	Mandatory	
job_duration	Optional	
job_start_date	Optional	
job_weeks_to_advertise	Mandatory	
job_salary_or_rate	Optional	
Unused	Optional	This field is not used at present.
site_code	Optional	If the vacancy is to be advertised in more than one site/country, then each additional site code must be included separated by a space character.
job_application_form	Optional	
job_psychometric_test	Optional	
job_template_ref	Optional	
job_direct_app	Optional	This field will be validated against your agency id. The contents will be ignored if you have not been configured with this feature.
job_client_internal_ref?	Optional	
job_footer_type?	Optional	
job_footer_text?	Optional	
job_cvm_enabled_vacancy?	Optional	

XML Tags

The following table shows the tags used to encapsulate the above fields when using the .xml format. Note that the optionality, format and comments are as described in Table 2 unless indicated in the comment column in Table 4. Also the field should only occur once per vacancy unless indicated otherwise.

Table 4 XML tags

Field name	Open tag	Close tag	Comment
client_id	<client_id>	</client_id>	Must appear once per vacancy.
client_password	<client_password>	</client_password>	
job_reference	<job_reference>	</job_reference>	Must appear once per vacancy.
job_title	<job_title>	</job_title>	Must appear once per vacancy.

job_description	<job_description>	</job_description>	Must appear once per vacancy.
job_type	<job_type>	</job_type>	Must appear once per vacancy.
job_location	<job_location>	</job_location>	Repeat with a new open and close tag for each location.
job_contact_email	<job_contact_email>	</job_contact_email>	Must appear once per vacancy.
job_industry_sector	<job_industry_sector>	</job_industry_sector>	
job_contact_name	<job_contact_name>	</job_contact_name>	Must appear once per vacancy.
job_duration	<job_duration>	</job_duration>	
job_start_date	<job_start_date>	</job_start_date>	
job_weeks_to_advertise	<job_weeks_to_advertise>	</job_weeks_to_advertise>	Must appear once per vacancy.
job_salary_or_rate	<job_salary_or_rate>	</job_salary_or_rate>	
site_code	<site_code>	</site_code>	May be omitted, or repeated with a new open and close tag for each site code
job_application_form	<job_application_form>	</job_application_form>	
job_psychometric_test	<job_psychometric_test>	</job_psychometric_test>	
job_template_ref	<job_template_ref>	</job_template_ref>	
job_direct_app	<job_direct_app>	</job_direct_app>	
job_client_internal_ref	<job_client_internal_ref?>	</job_client_internal_ref?>	
job_footer_type?	<job_footer_type?>	</job_footer_type?>	
job_footer_text?	<job_footer_text?>	</job_footer_text?>	
job_cvm_enabled_vacancy?	<job_cvm_enabled_vacancy?>	</job_cvm_enabled_vacancy?>	

Table 5 xml character substitutions

Character	Name	substitute
&	Ampersand	&
<	Less than	<
>	Greater than	>
'	Apostrophe or single quote	'
"	Quotation or double quote	"

Table 6 Supported xml character sets

Character set
ISO-8859-1

Example .xml file

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<gojobsite_database>
<job>
<client_id>....</client_id>
<client_password>....</client_password>
<job_reference>....</job_reference>
<job_title>....</job_title>
<job_description>....
....
....
....
</job_description>
<job_type>....</job_type>
<job_location>....</job_location>
<job_location>....</job_location>
<job_location>....</job_location>
<job_contact_email>....@....</job_contact_email>
<job_industry_sector>....</job_industry_sector>
<job_contact_name>....</job_contact_name>
<job_duration>....</job_duration>
<job_start_date>....</job_start_date>
<job_weeks_to_advertise>....</job_weeks_to_advertise>
<job_salary_or_rate>....</job_salary_or_rate>
<site_code>....</site_code>
<site_code>....</site_code>
</job>
<job>
etc...
</job>
</gojobsite_database>
```

.xml dtd definition

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<!ELEMENT gojobsite_database (job+)>
<!ELEMENT job (client_id, client_password?, job_reference, job_title, job_description, job_type, job_location+, job_contact_email, job_industry_sector?, job_contact_name, job_duration?, job_start_date?, job_weeks_to_advertise, job_salary_or_rate?, site_code*, job_application_form?, job_psychometric_test?, job_template_ref?, job_direct_app?, job_client_internal_ref?, job_footer_type?, job_footer_text?, job_cvm_enabled_vacancy?) >
<!ELEMENT client_id (#PCDATA)>
<!ELEMENT client_password (#PCDATA)>
<!ELEMENT job_reference (#PCDATA)>
<!ELEMENT job_title (#PCDATA)>
<!ELEMENT job_description (#PCDATA)>
<!ELEMENT job_type (#PCDATA)>
<!ELEMENT job_location (#PCDATA)>
<!ELEMENT job_contact_email (#PCDATA)>
<!ELEMENT job_industry_sector (#PCDATA)>
<!ELEMENT job_contact_name (#PCDATA)>
```

```

<!ELEMENT job_duration (#PCDATA)>
<!ELEMENT job_start_date (#PCDATA)>
<!ELEMENT job_weeks_to_advertise (#PCDATA)>
<!ELEMENT job_salary_or_rate (#PCDATA)>
<!ELEMENT site_code (#PCDATA)>
<!ELEMENT job_application_form (#PCDATA)>
<!ELEMENT job_psychometric_test (#PCDATA)>
<!ELEMENT job_template_ref (#PCDATA)>
<!ELEMENT job_direct_app (#PCDATA)>
<!ELEMENT job_client_internal_ref? (#PCDATA)>
<!ELEMENT job_footer_type? (#PCDATA)>
<!ELEMENT job_footer_text? (#PCDATA)>
<!ELEMENT job_cvm_enabled_vacancy? (#PCDATA)>

```

Website codes

The following tables show the codes used to advertise on the various sites within the Jobsite network.

The details are broken down into:

- Table 7 Site Codes
- Table 8 'Thisls' site codes

Table 7 Site Codes

site_code	Site on which the vacancy will be advertised
CL	Careers in Logistics
CJ	CityJobs
BJ	Banking Jobs UK
CO	Telecoms Jobsource
EE	Engineerboard
EC	eMed careers
ER	ERTWeekly
EM	euromoneyijobs
CS	ICS Jobs Board
HR	In HR
UK	Jobsite
DB	Jobsite Middle East
LE	LegalProspects
LJ	LondonJobs
MK	Marketing Job Board
AP	My Accountancy jobs
OR	OfficeRecruit
AV	OnlineAviationJobs
OI	OnlineInsuranceJobs
PS	PublicSectorJobs

IB	Purely IT
RJ	RecJobs
UC	RecruitConstruction
SR	Scotrecruit
SX	SecRecruit
OS	Senior Sales Jobs
JX	The Jobsection
	ThisIs – see table below
YJ	Your Job

Table 8 'ThisIs' site codes

Site Code	ThisIs network sites in which the vacancy will be advertised
TI	jobs.thisisgrimsby.co.uk
T3	jobs.thisiscroydoday.co.uk
T4	jobs.thisissurreytoday.co.uk
T5	jobs.thisissussex.co.uk
TB	jobs.thisisbristol.co.uk
TC	jobs.thisiscornwall.co.uk
TD	jobs.thisisderbyshire.co.uk
TE	jobs.thisisexeter.co.uk
TF	jobs.thisisdevon.co.uk
TG	jobs.thisisgloucestershire.co.uk
TH	jobs.thisishull.co.uk
TI	jobs.thisisthesentinel.co.uk
TJ	jobs.thisisleicestershire.co.uk
TK	jobs.thisiskent.co.uk
TL	jobs.thisislincolnshire.co.uk
TM	jobs.thisissomerset.co.uk
TN	jobs.thisisnottingham.co.uk
TO	jobs.suttonobserver.co.uk/
TP	jobs.thisisplymouth.co.uk
TQ	jobs.thisissouthwales.co.uk
TR	jobs.thisissouthdevon.co.uk
TS	jobs.thisiscunthorpe.co.uk
TT	jobs.tamworthherald.co.uk/
TU	jobs.thisisbath.co.uk
TV	www.lichfieldmercury.co.uk/jobs
TW	jobs.westgaz.co.uk/
TX	jobs.thisistotalexsex.co.uk
TY	www.walsalladvertiser.co.uk/jobs
TZ	www.thepostandtimes.co.uk

Industry Sector codes

The following tables show the codes used to advertise in the various industry sectors supported by the different sites within the Jobsite network. The first table shows the codes used in sites supporting multiple sectors. The second table shows the sites defaulted for single sector sites.

Table 9 Employment Market Codes for Jobsite

Site Sector Code		Jobsite and Job-section	City Jobs & Euromoneyii	London-Jobs	ScotR recruit	This Is Network	Marketing Job Board	Your Job
AC	Accounting	Yes	Yes	Yes	Yes	Yes		Yes
AD	Admin & Office					Yes		Yes
AG	Agriculture, Fishery & Forestry				Yes		Yes	
AM	Marketing - Agency side roles						Yes	
AR	Arts & Entertainment					Yes		Yes
AU	Automotive	Yes		Yes	Yes	Yes		Yes
AV	Aviation	Yes		Yes	Yes	Yes		Yes
FI	Banking & Finance	Yes	Yes	Yes	Yes	Yes		Yes
CC	Childcare					Yes		
CH	Charity & non-profit				Yes		Yes	
CN	Construction	Yes		Yes	Yes	Yes		Yes
CY	Consultancy	Yes		Yes	Yes	Yes		Yes
CU	Customer Services	Yes		Yes	Yes	Yes		Yes
DE	Defence	Yes			Yes	Yes		Yes
DI	Distribution	Yes			Yes			Yes
DO	Domestic			Yes		Yes		Yes
LO	Driving, Warehousing & Distribution					Yes		Yes
ED	Education	Yes		Yes	Yes	Yes		Yes
EL	Electronics	Yes		Yes	Yes	Yes		Yes
EM	Emergency Services					Yes		
EN	Engineering	Yes		Yes	Yes	Yes		Yes
FD	Fashion, Design & Tailoring			Yes		Yes		Yes
FL	Fitness, Leisure & Sport					Yes		Yes
GR	Graduate	Yes		Yes	Yes	Yes		Yes
OT	Health, Medical & Social Care	Yes		Yes	Yes	Yes		Yes
HB	Hair & Beauty					Yes		Yes
HC	Hotel & Catering			Yes		Yes		Yes
HR	Human Resources	Yes		Yes	Yes	Yes		Yes
IT	Information Technology	Yes	Yes	Yes	Yes	Yes		Yes
IM	Marketing – Client Side role						Yes	
IN	Insurance	Yes	Yes	Yes	Yes	Yes		
LW	Legal	Yes	Yes	Yes	Yes	Yes		Yes

LO	Logistics	Yes		Yes	Yes			
ME	Management & Executive	Yes		Yes	Yes	Yes		Yes
MA	Manufacturing	Yes		Yes	Yes	Yes		Yes
MK	Marketing	Yes	Yes	Yes	Yes	Yes		Yes
MD	Media	Yes		Yes	Yes	Yes		Yes
MI	Military	Yes			Yes			Yes
MR	Marine & Allied Trades					Yes		Yes
OG	Oil & Gas					Yes		Yes
OH	Other					Yes		
PH	Pharmaceutical & Biotechnology					Yes		Yes
PO	Production & Operations	Yes		Yes	Yes			Yes
PS	Public Sector	Yes		Yes	Yes	Yes		Yes
PR	Property					Yes		Yes
PU	Purchasing	Yes		Yes	Yes			Yes
RC	Recruitment	Yes		Yes	Yes	Yes		Yes
RT	Retail	Yes		Yes	Yes	Yes		Yes
SM	Sales	Yes		Yes	Yes	Yes		Yes
SC	Scientific	Yes		Yes	Yes	Yes		Yes
SE	Secretarial	Yes		Yes	Yes	Yes		Yes
SY	Security			Yes		Yes		Yes
ST	Skilled Trades			Yes		Yes		Yes
TE	Telecommunications	Yes		Yes	Yes	Yes		
TR	Training	Yes		Yes	Yes			
TV	Hospitality, Travel & Tourism	Yes		Yes	Yes	Yes		Yes

Sites limited to single sectors

The following sites are limited to single employment market sectors. The employment market code does not need to be specified for these sites.

Table 11 Employment Markets for single sector sites

Site	Sector Code	Employment Market supported ^[1]
Careers in Logistics	LO	Transport & Logistics
eMedCareers	OT	Health (& Pharmaceutical)
LegalProspects	LE	Legal
OnlineInsuranceJobs	OI	Insurance
SecRecruit	SE	Secretarial & Administration
OfficeRecruit	SE	Secretarial & Administration
ERTWeekly	RT	Retail
In HR	HR	Human Resources
Purely IT	IT	Information Technology
ICS Jobs Board	CU	Customer Service
OnlineAviationJobs	AV	Aviation

Public Sector Jobs	PS	Public Sector
Rec Jobs	RC	Recruitment

UploadReport

<p>Upload file: gojobsite_database.xml</p> <p>Status: Successfully processed</p> <p>Batch Id: 2952</p> <p>Processed on: 10 / 07 / 02</p>	<p>1 new vacancy was created</p> <p>1 existing vacancy was renewed</p> <p>1 vacancy had warnings ⚠️ click here to display vacancies with warnings only</p> <p>2 vacancies had errors click here to display vacancies with errors only</p>
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Display Ref.	Job Title	Location	Salary	Site	Weeks	Status
⚠️ ABCDEFGHIJKLMNQPQRSTUVWXYZ	Super Senior Program Analyst with bells	Lands End, John O'Groats	£negotiable	UK, DE, IE, IT, ES, FR	1	Added
ABCDEFGHIJKLMNQPQRSTUVWXYZ	Web Designer	Portsmouth	£100,000	UK	2	Error
ABCDEFGHIJKLMNQPQRSTUVWXYZ	Creative Director	London, Manchester, Brighton, Birmingham	£neg.	UK	1	Renewed
⚠️ ABCDEFGHIJKLMNQPQRSTUVWXYZ	Super Senior Program Analyst with bells	Lands End, John O'Groats	£negotiable	UK, DE, IE, IT, ES, FR	1	Added
ABCDEFGHIJKLMNQPQRSTUVWXYZ	Web Designer	Portsmouth	£100,000	UK	2	Error

Figure 1 Example Upload Report

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