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| HERC Bulkpost Specifications – 3/13/2013  Bulkpost specifications are used for institutions that have one primary HERC membership and all jobs listed are for that institution. If you will need to list jobs for multiple institutions/campuses under that main membership, please use the crosspost specifications. If you’re not sure which specifications to use , please contact customer service at [customerservice+698939@support.boxwoodtech.com](mailto:customerservice+698939@support.boxwoodtech.com) or by calling 888-491-8833, press 4 for employers then dial ext. 2334. |  |
| **Specification Checklist**   * Is your file in comma (,) or quote (“) delimited plain text? * Does your file have a ".txt" extension (e.g. institutionname.txt)? * Does your file include ALL the jobs that you wish to post to HERC?   + The jobs in the file will replace all the jobs you currently have on the site.   + Any job previously on the site that is not included in your file will be removed from the site. * Does the first line of your file include the fields that you will be using? * Do all fields indicate double-quotes (‘’””) instead of single quotes (“)? Please be sure that they do. (e.g. change from “ to “”). * Does the name of your file include your institution name (e.g., institutionname.txt)? | |

The tables below indicate the required and additional optional fields for your file. If you have any questions about setting up your file, please contact us by [email](mailto:customerservice+698939@support.boxwoodtech.com) or by calling 888-491-8833, press 4 for employers then dial ext. 2334. Once you have setup your file, please contact us so we can give you the FTP site access information.

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| **Required Fields** |

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| FIELD NAME | TYPE/SIZE | DEFAULT | COMMENTS |
| JOB\_TITLE | 100 chars | n/a |  |
| JOB\_NUMBER | 30 chars | n/a | The unique number you use to identify this job. |
| JOB\_DESCRIPTION | text | n/a |  |
| DISCIPLINEID | num | n/a | Max of 1 per job:  15 = Executive 77 = Academic/Faculty 93 = Staff/Administrative |
| JOB\_CATEGORY | [CODE](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#categories) | n/a | Multiple categories are allowed within the same DisciplineID for a job (one job cannot have categories from multiple disciplines). Use a comma-delimited list of codes within double-quotes. See the [Categories table](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#categories) for a list of codes. |
| **Required Field – Candidate Application Method (Include only one of these fields)**  **Your file should include only one of the following fields.** | | | |

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| FIELD NAME | TYPE/SIZE | DEFAULT | COMMENTS | |
| USR\_EMAIL | 100 chars | n/a | | This is the email address to which candidate responses will be sent if you do not require them to apply via your website. |
| **OR** | | | | |
| JOB\_REPLY\_URL | 254 chars |  | | This field is used if you candidates should apply for jobs directly on your website. |

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| **Important Optional Field – Location**  **If your file will include jobs at different locations, be sure to include the location information; otherwise, the location for your jobs will be pulled from the address of your member institution account.** |

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| FIELD NAME | TYPE/SIZE | DEFAULT | COMMENTS |
| JOB\_CITY | 100 chars |  |  |
| JOB\_STATE | [ABBR](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#states) |  | See the [States table](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#states) for a list of codes. |
| JOB\_ZIPCODE | 10 chars | n/a | Postal code representing job location. |

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| **Additional Fields**  **Bolded fields below are key search fields for job seekers and use of those fields will ensure your relevant jobs are returned in all relevant searches, job alerts, and dual-career searches.** |

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| FIELD NAME | TYPE/SIZE | DEFAULT | COMMENTS |
| JOB\_COUNTRY | [ABBR](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#countries) | USA | See the [Countries table](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#countries) for a list of codes. |
| JOB\_LOCATION\_DISPLAY | 100 chars |  | This field allows you to override the city/state/country in the job detail display. |
| JOB\_REQUIREMENTS | text |  |  |
| JOB\_EDUCATION | [CODE](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#education) |  | See the [Education Level table](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#education) for a list of codes. |
| JOB\_EDUCATION\_REQ | Yes/No | No | Is the education level *required* for consideration? |
| **JOB\_TYPE** | **num** | **24** | **24 = Full-time 33 = Part-time 68 = Regular 69 = Temporary/Per diem 70 = Adjunct 71 = Tenured 72 = Tenure-track 73 = Non tenure-track 25 = Internship 20 = Fellowship 74 = Postdoc 75 = Workflex**  **101 = Online/Remote** |
| **JOB\_CUSTOM1** | **num** | **n/a** | **This represents the organization type. Acceptable values are as follows (max of 1 per job):**  **17939 = Higher Education Institution 17940 = Other Education 17941 = Hospital 17942 = Other Medical/Health Care 17943 = Research Institute/Research Lab 17944 = Government Agency 17945 = Non-Profit/Association 17946 = Corporate** |
| JOB\_TELECOMMUTE | Yes/No | No | Is telecommuting permitted? |
| JOB\_SALARY\_LOW | 10 nums |  | Deprecated. Do not use. |
| JOB\_SALARY\_HIGH | 10 nums |  |
| JOB\_SALARY | 30 chars |  | If field is left blank, salary info will be reported as Open. |
| JOB\_SALARY\_TYPE | A or H | A | A = Annual H = Hourly |
| JOB\_SALARY\_INFO | 254 chars |  | Any additional compensation information such as bonuses, or stock options should go here. |
| JOB\_RELO | Yes/No | No | Unless the company is willing to pay relocation costs, say NO. |
| JOB\_OPENINGS | 4 nums | 1 | How many openings are there for this position? |
| JOB\_HIRE\_FROM | [CODE](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#areas) |  | See the [Areas table](http://698939.jobcontrolcenter.com/hr/bulkpost.cfm?view=tables#areas) for a list of codes. |
| JOB\_RESUME\_REQ | Yes/No | Yes | Is a resume required to apply for this job? |
| JOB\_AREACODE | num |  | The area code in which the job is located. |
| JOB\_SKILLS | 254 chars |  | This should be a comma-delimited list. (i.e. "Word Processing, Spreadsheets, Accounts Payable") |
| JOB\_DEPARTMENT | 50 chars |  | The department or division of the company this job is under. |
| JOB\_INSERTION\_ORDER | 15 chars |  | Use this field for your insertion order or purchase order number. This field is not displayed to a job seeker. |
| JOB\_NOTE | text |  | This field is not displayed to job seekers. |
| USR\_FIRSTNAME | 35 chars |  | This is the name of the person to whom the emailed responses are sent. This information is not displayed to a job seeker. |
| USR\_LASTNAME | 35 chars |  |

**\*\*\*\* TABLES \*\*\*\***

**Note: Multiple categories are allowed within the same DISCIPLINEID only.**

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| **Categories** | **JOB\_CATEGORY** |

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| CODE | CATEGORIES FOR STAFF ADMINISTRATIVE (DISCIPLINEID = 93) |
| 9179 | Academic/Faculty Affairs |
| 9180 | Administrative/Support |
| 1240 | Admissions |
| 9181 | Advertising/Marketing/Public Relations/Communications |
| 9182 | Advising/Counseling |
| 9183 | Affirmative Action/Diversity |
| 9185 | Allied Health - Staff/Administrative |
| 1407 | Alumni Affairs |
| 9189 | Arts/Museums |
| 8528 | Athletics |
| 9192 | Career Education/Services |
| 9194 | Child Care Services |
| 2383 | Cooperative Extension |
| 2619 | Development |
| 2834 | Education/Training |
| 3143 | Extension |
| 9198 | Facilities/Maintenance/Trades |
| 3317 | Financial |
| 3319 | Financial Aid |
| 9199 | Food Services/Hospitality/Events |
| 3597 | Grants Management |
| 3683 | Healthcare |
| 3806 | Human Resources |
| 3901 | Information Technology |
| 4202 | Legal |
| 9204 | Libraries |
| 9210 | Medical School/Programs |
| 8550 | Multicultural Affairs |
| 9213 | Online/Distance Education |
| 9215 | Other Staff/Administrative |
| 9219 | Project/Program Management/Planning |
| 9222 | Publishing/Printing/Graphic Design |
| 9223 | Real Estate/Housing |
| 9224 | Recruitment/Workforce Development Services |
| 5758 | Registrar |
| 9225 | Research - Laboratory/Non-Laboratory |
| 9226 | Research Support - Laboratory/Non-Laboratory |
| 8556 | Residence Life |
| 9227 | Security/Public Safety |
| 6140 | Social Work |
| 9229 | Student Affairs/Services |
| 9230 | Summer Programs |
| 6475 | Technology Transfer |
| 9234 | Work/Life |
| CODE | CATEGORIES FOR EXECUTIVE (DISCIPLINEID = 15) |
| 7143 | Dean |
| 7727 | C-Level |
| 9193 | Chancellor/President |
| 3106 | Executive Director |
| 9220 | Provost/Vice President |
| CODE | CATEGORIES FOR ACADEMIC/FACULTY (DISCIPLINEID = 77) |
| 9184 | Agricultural Sciences |
| 1382 | Allied Health |
| 9186 | Alternative/Complementary Medicine |
| 9187 | Architecture/Preservation/Planning |
| 9188 | Arts/Humanities |
| 1624 | Aviation |
| 9190 | Biological/Biomedical Sciences |
| 9191 | Business/Finance |
| 9195 | Communications/Journalism |
| 9196 | Computer/Information Sciences |
| 2467 | Criminal Justice |
| 2566 | Dentistry |
| 2805 | Education |
| 2940 | Engineering |
| 9197 | Environmental Sciences/Natural Resources |
| 9200 | Healthcare Administration |
| 9201 | Interdisciplinary |
| 9202 | International Affairs/Studies |
| 9203 | Legal Studies |
| 9205 | Library/Information Sciences |
| 9206 | Mathematics/Statistics |
| 9207 | Medical - Clinical |
| 9208 | Medical - Research |
| 9209 | Medical Imaging |
| 9211 | Military Studies/Affairs |
| 4918 | Nursing |
| 9212 | Online/Distance |
| 9214 | Other - Academic/Faculty |
| 9216 | Performing Arts |
| 9217 | Pharmaceutical Sciences |
| 9218 | Physical Sciences |
| 5568 | Public Health |
| 9221 | Public Policy/Public Administration |
| 9228 | Social/Behavioral Sciences |
| 9231 | Theological Studies |
| 9232 | Veterinary Medicine |
| 9233 | Vocational/Technical Education |

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| **Education Level** | **JOB\_EDUCATION** |

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| CODE | EDUCATION LEVEL |
| 6 | High School |
| 103 | Associate’s |
| 104 | Bachelor’s |
| 105 | Master’s |
| 106 | Doctorate/Professional |

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| **Areas** | **JOB\_HIRE\_FROM** |

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| --- | --- |
| CODE | Area |
| 1 | Local Residents Preferred (No Relo) |
| 2 | US Residents Only |
| 4 | North American Residents Only |
| 3 | International Candidates Will Be Considered |

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| **States / Provinces** | **JOB\_STATE** |

|  |  |
| --- | --- |
| ABBR | STATE |
| AL | Alabama |
| AK | Alaska |
| AB | Alberta |
| AZ | Arizona |
| AR | Arkansas |
| BC | British Columbia |
| CA | California |
| CO | Colorado |
| CT | Connecticut |
| DC | D.C. |
| DE | Delaware |
| FL | Florida |
| GA | Georgia |
| HI | Hawaii |
| ID | Idaho |
| IL | Illinois |
| IN | Indiana |
| IA | Iowa |
| KS | Kansas |
| KY | Kentucky |
| LA | Louisiana |
| ME | Maine |
| MB | Manitoba |
| MD | Maryland |
| MA | Massachusetts |
| MI | Michigan |
| MN | Minnesota |
| MS | Mississippi |
| MO | Missouri |
| MT | Montana |
| NE | Nebraska |
| NV | Nevada |
| NB | New Brunswick |
| NH | New Hampshire |
| NJ | New Jersey |
| NM | New Mexico |
| NY | New York |
| NL | Newfoundland and Labrador |
| NC | North Carolina |
| ND | North Dakota |
| NT | Northwest Territories |
| NS | Nova Scotia |
| NU | Nunavut |
| OH | Ohio |
| OK | Oklahoma |
| ON | Ontario |
| OR | Oregon |
| PA | Pennsylvania |
| PE | Prince Edward Island |
| QC | Quebec |
| RI | Rhode Island |
| SK | Saskatchewan |
| SC | South Carolina |
| SD | South Dakota |
| TN | Tennessee |
| TX | Texas |
| UT | Utah |
| VT | Vermont |
| VA | Virginia |
| WA | Washington |
| WV | West Virginia |
| WI | Wisconsin |
| WY | Wyoming |
| YT | Yukon |

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| **Countries** | **JOB\_COUNTRY** |

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| --- | --- |
| ABBR | COUNTRY |
| AFG | Afghanistan |
| ALB | Albania |
| DZA | Algeria |
| ASM | American Samoa |
| AND | Andorra |
| AGO | Angola |
| AIA | Anguilla |
| ATA | Antarctica |
| ATG | Antigua and Barbuda |
| ARG | Argentina |
| ARM | Armenia |
| ABW | Aruba |
| AUS | Australia |
| AUT | Austria |
| AZE | Azerbaijan |
| BHS | Bahamas |
| BHR | Bahrain |
| BGD | Bangladesh |
| BRB | Barbados |
| BLR | Belarus |
| BEL | Belgium |
| BLZ | Belize |
| BEN | Benin |
| BMU | Bermuda |
| BTN | Bhutan |
| BOL | Bolivia |
| BIH | Bosnia and Herzegovina |
| BWA | Botswana |
| BRA | Brazil |
| IOT | British Indian Ocean Territory |
| VGB | British Virgin Islands |
| BRN | Brunei |
| BGR | Bulgaria |
| BFA | Burkina Faso |
| BUR | Burma |
| BDI | Burundi |
| KHM | Cambodia |
| CMR | Cameroon |
| CAN | Canada |
| CPV | Cape Verde |
| CYM | Cayman Islands |
| CAF | Central African Republic |
| TCD | Chad |
| CHL | Chile |
| CHN | China |
| COL | Colombia |
| COM | Comoros |
| COG | Congo (Brazzaville) |
| COD | Congo (Kinshasa) |
| CRI | Costa Rica |
| HRV | Croatia |
| CYP | Cyprus |
| CZE | Czech Republic |
| DNK | Denmark |
| DJI | Djibouti |
| DMA | Dominica |
| DOM | Dominican Republic |
| TLS | East Timor |
| ECU | Ecuador |
| EGY | Egypt |
| SLV | El Salvador |
| GNQ | Equatorial Guinea |
| ERI | Eritrea |
| EST | Estonia |
| ETH | Ethiopia |
| FLK | Falkland Islands |
| FJI | Fiji |
| FIN | Finland |
| FRA | France |
| GUF | French Guiana |
| PYF | French Polynesia |
| GAB | Gabon |
| GMB | Gambia |
| GEO | Georgia |
| DEU | Germany |
| GHA | Ghana |
| GRC | Greece |
| GRL | Greenland |
| GRD | Grenada |
| GLP | Guadeloupe |
| GUM | Guam |
| GTM | Guatemala |
| GIN | Guinea |
| GNB | Guinea-Bissau |
| GUY | Guyana |
| HTI | Haiti |
| HND | Honduras |
| HKG | Hong Kong, China |
| HUN | Hungary |
| ISL | Iceland |
| IND | India |
| IDN | Indonesia |
| IRQ | Iraq |
| IRL | Ireland |
| ISR | Israel |
| ITA | Italy |
| CIV | Ivory Coast |
| JAM | Jamaica |
| JPN | Japan |
| JOR | Jordan |
| KAZ | Kazakhstan |
| KEN | Kenya |
| KIR | Kiribati |
| KWT | Kuwait |
| KGZ | Kyrgyzstan |
| LAO | Laos |
| LVA | Latvia |
| LBN | Lebanon |
| LSO | Lesotho |
| LBR | Liberia |
| LBY | Libya |
| LIE | Liechtenstein |
| LTU | Lithuania |
| LUX | Luxembourg |
| MAC | Macau |
| MKD | Macedonia |
| MDG | Madagascar |
| MWI | Malawi |
| MYS | Malaysia |
| MDV | Maldives |
| MLI | Mali |
| MLT | Malta |
| MHL | Marshall Islands |
| MTQ | Martinique |
| MRT | Mauritania |
| MUS | Mauritius |
| MEX | Mexico |
| FSM | Micronesia |
| MDA | Moldova |
| MCO | Monaco |
| MNG | Mongolia |
| MNE | Montenegro |
| MAR | Morocco |
| MOZ | Mozambique |
| NAM | Namibia |
| NRU | Nauru |
| NPL | Nepal |
| NLD | Netherlands |
| ANT | Netherlands Antillies |
| NZL | New Zealand |
| NIC | Nicaragua |
| NER | Niger |
| NGA | Nigeria |
| PRK | North Korea |
| MNP | Northern Mariana Islands |
| NOR | Norway |
| OMN | Oman |
| PAK | Pakistan |
| PLW | Palau |
| PAN | Panama |
| PNG | Papua New Guinea |
| PRY | Paraguay |
| PER | Peru |
| PHL | Philippines |
| POL | Poland |
| PRT | Portugal |
| PRI | Puerto Rico |
| QAT | Qatar |
| REU | Reunion |
| ROU | Romania |
| RUS | Russia |
| RWA | Rwanda |
| KNA | Saint Kitts and Nevis |
| LCA | Saint Lucia |
| VCT | Saint Vincent/Grenadines |
| WSM | Samoa |
| SMR | San Marino |
| STP | Sao Tome and Principe |
| SAU | Saudi Arabia |
| SEN | Senegal |
| SRB | Serbia |
| SYC | Seychelles |
| SLE | Sierra Leone |
| SGP | Singapore |
| SVK | Slovakia |
| SVN | Slovenia |
| SLB | Solomon Islands |
| SOM | Somalia |
| ZAF | South Africa |
| KOR | South Korea |
| ESP | Spain |
| LKA | Sri Lanka |
| SUR | Suriname |
| SWZ | Swaziland |
| SWE | Sweden |
| CHE | Switzerland |
| SYR | Syria |
| TWN | Taiwan |
| TJK | Tajikistan |
| TZA | Tanzania |
| THA | Thailand |
| TGO | Togo |
| TON | Tonga |
| TTO | Trinidad and Tobago |
| TUN | Tunisia |
| TUR | Turkey |
| TKM | Turkmenistan |
| TCA | Turks and Caicos |
| TUV | Tuvalu |
| VIR | U.S. Virgin Islands |
| UGA | Uganda |
| UKR | Ukraine |
| ARE | United Arab Emirates |
| GBR | United Kingdom |
| USA | United States |
| URY | Uruguay |
| UZB | Uzbekistan |
| VUT | Vanuatu |
| VAT | Vatican City |
| VEN | Venezuela |
| VNM | Vietnam |
| YEM | Yemen |
| ZMB | Zambia |
| ZWE | Zimbabwe |