HERC Bulkpost Specifications – 2017

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 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?
    - o The jobs in the file will replace all the jobs you currently have on the site.
    - o 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 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.

Required Fields

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	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 for a list of codes.

Required Field – Candidate Application Method (Include only one of these fields)

Your file should include <mark>only one</mark> of the following fields.

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.

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.

FIELD NAME	TYPE/SIZE	DEFAULT	COMMENTS
JOB_CITY	100 chars		
JOB_STATE	ABBR		See the States table for a list of codes.
JOB_ZIPCODE	10 chars	n/a	Postal code representing job location.

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.

FIELD NAME	TYPE/SIZE	DEFAULT	COMMENTS
JOB_COUNTRY	ABBR	USA	See the Countries table 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		See the Education Level table 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		If both fields are left blank, salary info will be reported as Open/Negotiable.
JOB_SALARY_HIGH	10 nums		
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		See the Areas table 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.

Categories   **JOB_CATEGORY**

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

Education Level   **JOB_EDUCATION**

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

Areas   **JOB_HIRE_FROM**

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

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

Countries   JOB_COUNTRY

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