

Cyber Recruiter

Sending Requisitions to Monster.com

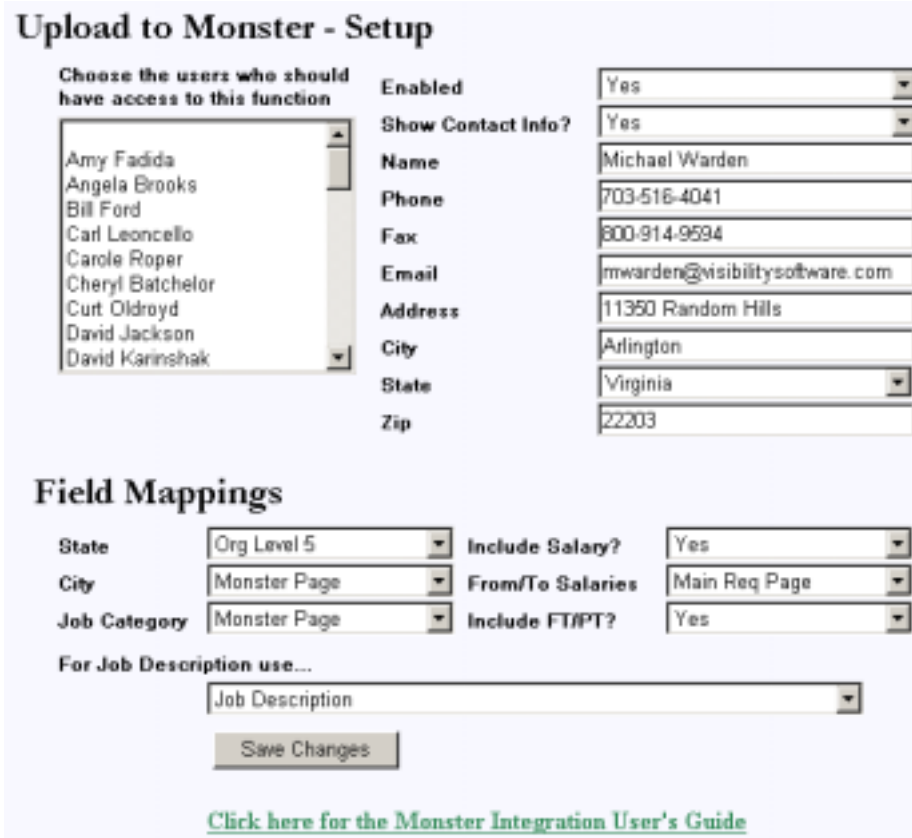
Updated 8/10/2004

The process for posting your open positions to Monster.com involves exporting the information regarding your open requisitions to an ASCII Text file and transferring that file to Monster.com via the FTP protocol, where it is parsed and entered into their system. Cyber Recruiter automates this task by creating and transferring the file from within Cyber Recruiter itself. It requires no extra software or work outside of the Monster integration pages within Cyber Recruiter.

Enabling Monster Integration

Initial Setup

Before you can begin sending open requisitions to Monster, the functionality must first be enabled in Cyber Recruiter. By default, Monster integration is *not* enabled. In order to enable Monster integration, go to **Admin/Job Boards/Monster**, the following page is displayed.



Upload to Monster - Setup

Choose the users who should have access to this function

Enabled: Yes

Show Contact Info?: Yes

Name: Michael Warden

Phone: 703-516-4041

Fax: 800-914-9594

Email: mwarden@visibilitysoftware.com

Address: 11350 Random Hills

City: Arlington

State: Virginia

Zip: 22203

Field Mappings

State: Org Level 5

City: Monster Page

Job Category: Monster Page

Include Salary?: Yes

From/To Salaries: Main Req Page

Include FT/PT?: Yes

For Job Description use...: Job Description

Save Changes

[Click here for the Monster Integration User's Guide](#)

In the **Enabled** drop-down box, choose **Yes** to enable Monster integration. Next, choose whether or not contact information should be included with every open position sent to Monster by choosing either **Yes** or **No** in the **Show Contact Info?** drop-down box. If you choose **Yes**, enter your company's contact information in the fields below. If you choose **No**, this contact information will *not* be included with each requisition so you can leave them blank.

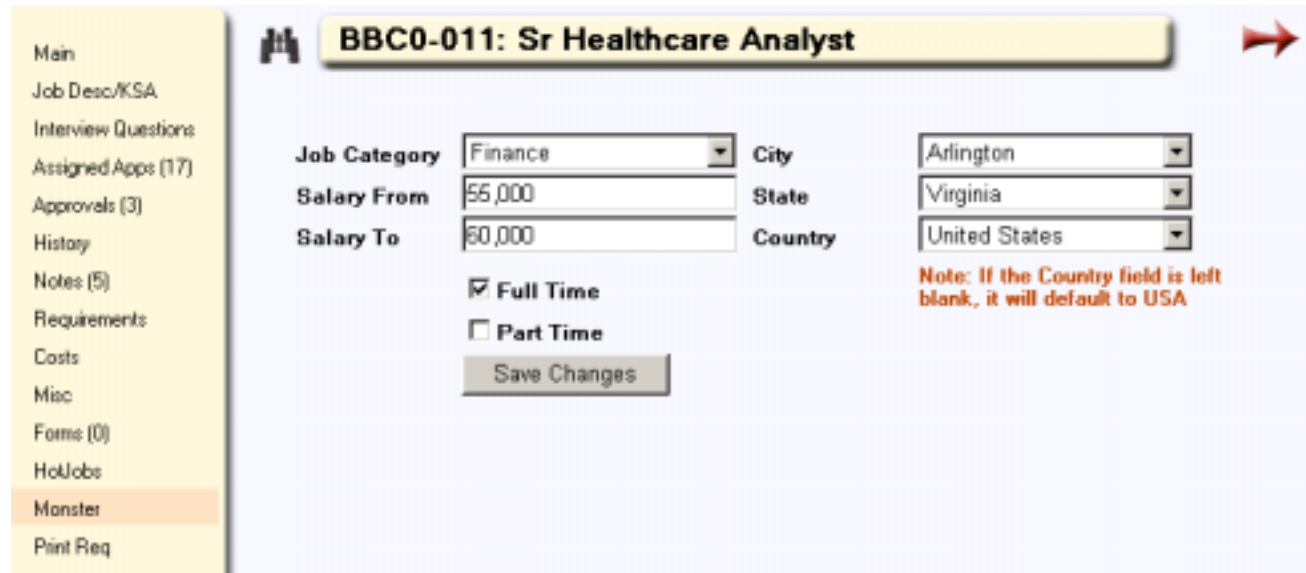
Finally, in the **For Job Description use...** drop-down box, you can choose which combination of **Job Description**, **KSA**, and **Public Job Description** should be sent to HotJobs for each requisition.

Field Mappings

The **Field Mappings** section of the Monster Setup page lets you tell Cyber Recruiter where to find some of the information that Monster requires for each position you send. Monster requires the following fields for each position.

Job Code
 Job Title
 City
 State
 Country
 Job Category
 Detailed Job Description

The **Job Code** comes from the **Req Code** field for a requisition in Cyber Recruiter from the **Main** req page. The **Job Title** comes from the **Job Title** field for a requisition on that same page. The **Job Description** comes from the **Job Description** field on a requisition's **Job Desc/KSA** page. The other four fields can come from either one of the five organization levels created for a requisition, one of the twenty miscellaneous fields that exist for each requisition, or a page designed specifically to store Monster-specific information. Once you enable Monster integration as described above, the following page appears for each requisition as a link called **Monster** in the left-hand requisition navigation bar.



The screenshot shows the 'Monster' setup page for requisition **BBC0-011: Sr Healthcare Analyst**. The left-hand navigation bar includes links for Main, Job Desc/KSA, Interview Questions, Assigned Apps (17), Approvals (3), History, Notes (5), Requirements, Costs, Misc, Forms (0), HotJobs, **Monster**, and Print Req. The main content area contains the following fields:

- Job Category:** Finance (dropdown)
- Salary From:** 55,000 (text input)
- Salary To:** 60,000 (text input)
- City:** Arlington (dropdown)
- State:** Virginia (dropdown)
- Country:** United States (dropdown)
- Full Time**
- Part Time**
- Save Changes** (button)

Note: If the Country field is left blank, it will default to USA

The four fields that Monster requires that Cyber Recruiter may not already track (**Job Category**, **City**, **State**, **Country**) appear on this page. They are all drop-down boxes. The drop-down boxes are populated under **Admin/Codes/Job Boards/Monster**. The **Salary From**, **Salary To**, **Full Time**, and **Part Time** fields are optional. You may complete them if you'd like to send this information for each req to Monster, but they are not required. This page functions just like any other requisition detail page in Cyber Recruiter. However, if you've already created a field called **City** as one of your five organization codes in Cyber Recruiter (see screen print below), you won't want to have to enter the city attached to a requisition twice, once on its main page and once on the **Monster** page.

Main		BBC0-011: Sr Healthcare Analyst	
Job Desc/KSA	Code	BBC0-011	Posted
Interview Questions	LOGTEC Title	Sr Healthcare Analyst	
Assigned Apps	Type	Finance & Accounting	Status
Approvals	Supervisor	David West	Open
History	Recruiter	Bill Ford	Status Reason
Notes			
Requirements			Open Date
Costs			5/2/2003
Misc			Reason Open
Foms	Division	ITD	New Position
Ho/Jo/s	Group	Corp Info Systems	From Salary
Integic	SBU	Analysis and Tech Suppor	
Print Req	SBU	Analysis and Tech Suppor	Max Salary/Hrly Rate
	Project	FIOP	90000
	Work Site	San Angelo, TX	Exempt
			Yes
	Fill Date	6/19/2004	EEO Class
	Filed By	Adamski, Michael	Professionals
			Functional Title
			CEO
			Save Changes

This is why the **Field Mappings** section of the **Monster Setup** page exists, seen below.

Field Mappings

State	Org Level 5	Include Salary?	Yes
City	Monster Page	From/To Salaries	Main Req Page
Job Category	Monster Page	Include FT/PT?	Yes
For Job Description use...			
	Job Description		
	Save Changes		

For each of the four critical Monster fields, you can choose whether that data should come from the Monster-specific page for each requisition or from one of the five organization levels or 20 miscellaneous fields defined for a requisition.

Sending Requisitions to Monster

When you are ready to actually send a file to Monster, go to **Reqs/Job Boards/Monster**. On the page that appears, you have the opportunity to choose which requisitions will be included in the uploaded file by one of three different criteria. See print screen below.

Choose the requisitions you'd like to upload to HotJobs.com and click Preview to verify the file that will be submitted.

All Reqs with the following Status(es)

All Reqs with the following Posted value(s)

Only the Reqs selected below

Closed
Contingent
Integic
Needs Approval
On Hold
Open
Pending

No
Internally Only
Public Only
Everywhere

04-DM:ARL-74: IT Manager
96: fhreu
ACAD-013: SR. BUSINESS DEVELOPMENT DIRECTOR
BA00-014: Vice President
BBB0-010: Staff Auditor
BBC0-011: Sr Healthcare Analyst
BBD0-041: Senior Analyst/Trainer

Preview

You may choose to export all reqs with one or more **Statuses** (use the **Ctrl** key on your keyboard to highlight multiple statuses), all reqs with a certain value in the **Posted** field on the requisition **Main** page, or only specific reqs that you choose from the list of requisitions at the bottom of the page. Only non-closed reqs appear in this list. On this page, you are choosing *one of the three* methods for determining which requisitions are included, *not* all three simultaneously. Once you have chosen which requisitions should be sent to Monster, click **Preview**. The following page appears.

The following potential problems were found while creating this export file. Please fix these issues before attempting to upload these requisitions to Monster.

[\(Print\)](#)

Req	Warning
BBD0-041: Senior Analyst/Trainer	There is no CITY for this requisition
BBD0-041: Senior Analyst/Trainer	There is no JOB CATEGORY for this requisition
BD00-005: Sr. Software Consultant	There is no CITY for this requisition
BD00-005: Sr. Software Consultant	There is no JOB CATEGORY for this requisition

```

*****
JOB_TITLE: Capital Planning Manager
JOB_REF_CODE: BBD0-047
JOB_LOCATION_COUNTRY: US
JOB_LOCATION_STATE: AN
JOB_LOCATION_CITY: LOUISVILLE
JOB_LOCATION_CATEGORY: 2000
JOB_SALARY_FROM: 76
JOB_SALARY_TO: 87
JOB_SALARY_TYPE: 0
JOB_TYPE_FULL_TIME: 1
JOB_TYPE_PART_TIME: 0
JOB_CONTACT_COMPANY: Visibility Software
JOB_CONTACT_NAME: Michael Warden
JOB_CONTACT_PHONE: 703-516-4041
JOB_CONTACT_FAX: 800-914-9594
JOB_CONTACT_ADDRESS: 11350 Random Hills
JOB_CONTACT_CITY: Arlington
JOB_CONTACT_STATE: VA
JOB_CONTACT_ZIP: 22203
JOB_CONTACT_EMAIL: mwarden@visibilitysoftware.com
JOB_SHOW_CONTACT: 1
  
```

Monster FTP Host	<input type="text" value="ftp.wx.registeredsite.com"/>
FTP Login	<input type="text" value="user85971"/>
FTP Password	<input type="password"/>
Filename	<input type="text" value="Michael.txt"/>
	<input type="button" value="Submit"/>

The top of the page displays any missing information that was found in the requisitions selected. If a requisition is missing information, it is *not* included in the export file. If you want the reqs with missing information to be sent to Monster, enter the missing information for each req and perform this step again. After the list of errors is a read-only version of what the actual file being sent will look like. In most cases, it is not important to look over this file unless you are troubleshooting a particular problem with the file. Finally, enter your Monster FTP information (provided by your Monster representative) and click **Submit** to send the file to Monster.com. **Technical Note:** Using the FTP protocol to upload your open positions to Monster requires that ports 20 and 21 be open in your firewall.

Populating Monster-specific Code Tables

As mentioned previously, Monster-specific codes are created under **Admin/Codes/Job Boards/Monster**. Some of the possible values for these fields are pre-determined by Monster. For instance, only certain codes are valid values for the **Country** field. The list of valid **Country** codes can be found at...

<http://doc.monster.com/ftplookup.asp?list=countries>

The 2-digit capital letter portion is the code, the rest is the description. It is recommended that you only enter the **Countries** that are used by your organization in the **Country** code table.

The list of valid **State** codes can be found at...

<http://doc.monster.com/ftplookup.asp?list=states>

The list of valid **City** codes can be found at...

<http://doc.monster.com/ftplookup.asp?list=cities>

The list of valid Job Category codes can be found at...

http://doc.monster.com/ftplookup.asp?list=job_categories

Appendix

Monster Official Specifications

The following pages represent the official Monster Specification document as distributed by Monster.

Monster.com FTP Instructions

Revision 3.0
May 14, 2001

Monster.com FTP Jobs Program

Monster.com provides a facility for recruiters to load jobs non-interactively. This system is called FTP Jobs. This document explains the format and process requirements you must implement to load jobs automatically.

We strongly recommend that you contact Monster.com before attempting to upload jobs to FTP Jobs. We are able to inspect your submission, check for common errors and test the file before loading it. Failure to do this could result in unwanted decrements to your job (depending on the job package you have purchased).

In Europe contact:

Monster.com Europe Technology
+44 1933 445 620

In North America, and the rest of the world, contact:

Monster.com Helpdesk
+1 800 MONSTER
+1 800 666 7837

Overview of Process

To load jobs to Monster.com:

1. Create a formatted text file that contains all your jobs. (see [File Contents](#) and [Example of Jobs](#))
2. Save the file using one of the accepted file structures. (see [File Names](#))
3. Upload the file to FTPjobs.Monster.com. (see [Sending Your File](#))

Uploading New Jobs

Each time you upload using FTP, you must upload every job that you want to be *Live*, not just new jobs.

Caution when using FTP and Recruiter's Office

If you create jobs through the Monster.com Recruiter's Office then upload different jobs through FTP using the same XcodeX, the existing jobs will be deleted if they are not included in the FTP. The only way to use both methods is to have a different XcodeX for each type of job. Contact your Customer Relations Representative if you need multiple

XcodeXs.

Data Comparisons

When the FTP Jobs system processes your job upload, it compares the jobs in the file to the jobs in the Monster.com database. The JOB_REF_CODE field is a unique identifier.

- If the System encounters a previously submitted JOB_REF_CODE it is regarded as a new job and entered into the database.
- If the system encounters a JOB_REF_CODE in your file that has already been used, it is regarded as an update. The job in your file is compared to the job in the database and changes are made as necessary.
- If a JOB_REF_CODE found in the database is not found in your file, that job will be deleted.

File Structures

You should assemble all your jobs in one ASCII file. The acceptable file structures are:

- A .zip file containing a compressed text file. **IMPORTANT: Use binary transfer mode when you send a zip file.**
- A .gz file containing a compressed text file.
- A .txt file no larger than 4MB.

File Names

Monster.com assigns all filenames. Use the filename assigned by your Customer Relations Representative. The filename will have syntax similar to the following filenames:

- *xcompanyftp.zip*
- *xcompanyftp.gz*
- *xmcompanyftp.txt*

Contact the Monster.com Help Desk at 1-(978) 461-8778 before you send a file not previously submitted. The Help Desk will verify that the filename is registered.

What to Submit and How Often

You should always send all your active (open) jobs with each transmission. The system checks the filename against existing filenames. If the name is the same as a previous job, the new file replaces the previous file of the same name. The jobs are loaded into the database.

If a job in our database is not found in your file, based on the JOB_REF_CODE, we will assume the job is filled and remove it from our system.

If the filename is not the same, the file and its contents are treated as new. No system

checks are done. The jobs are loaded into the database.

We only accept one FTP file per customer within a 24 hour period.

Expiration of Jobs

Jobs expire **60 days** after the original FTP submission was processed. If a particular job is contained within the file after this 60-day period, the system will consider it a new job. Thus, this job will be deducted from your job pack.

File Contents

Each job including the first one must start with ten carets (SHIFT-6) on a single line, at the beginning of that line, like this:

```
^^^^^^^^^^
```

Each job consists of two sections - the **header** and the **body**.

Header Format

The **header** consists of lines of text in a "FIELD: value" format. The fields you can use are as follows:

Note: Field Name Tags must be all caps, and all field lengths are measured in characters.

Field Name	Required?	Minimum Length	Maximum Length	description
JOB_TITLE:	Yes	2	40	The title of the job.
JOB_REF_CODE:	Yes	2	50	Your unique code for this job, such as the primary key in your database.
JOB_LOCATION_COUNTRY:	Yes	2	2	The name or ISO 2-letter code of the country where the job is based. [View the country list]
JOB_LOCATION_STATE:	Yes			The state name or state abbreviation where the job is based. [View the state list]
JOB_LOCATION_CITY:	Yes	0	40	The city where the job is based. [View the city list]
JOB_LOCATION_ZIP:	No	0	10	The zip or postal code of the city where the job is based.
JOB_CATEGORY:	Yes			The category (discipline) most

				appropriate for this job. (NOTE: This must be a numeric value.) [View the category list]
JOB_LOCATION:	Optional			The job location is a numeric code defining a customized location. Using this value causes the system to ignore the state, city, and zip code fields. This field is only for use by companies using custom locations. Contact Customer Relations for your list of location codes. (NOTE: This must be a numeric value.)
JOB_SALARY_FROM:	No			The minimum salary that will be paid for the job. (NOTE: This must be a numeric value, no commas.)
JOB_SALARY_TO:	No			The maximum salary that will be paid for the job. (NOTE: This must be a numeric value, no commas.)
JOB_SALARY_TYPE:	No			How often the salary is paid: 0=per year, 1=per hour. (NOTE: This must be a numeric value.)
JOB_ID_NUMBER:	No	0	255	The unique number used by ad agencies to track jobs.
JOB_CONTACT_COMPANY:	No	0	50	The name of the contact company for the job. This field can be used by ad agencies that post jobs for other companies.
JOB_CONTACT_NAME:	No	2	50	The name of the contact person for the job.
JOB_CONTACT_PHONE:	No	10	25	The phone number of the contact person for the job.
JOB_CONTACT_FAX:	No	10	25	The fax number of the contact person for the job.
JOB_CONTACT_ADDRESS:	No	0	50	The street address of the contact person for the job.
JOB_CONTACT_CITY:	No	0	40	The city of the contact person for the job.
JOB_CONTACT_STATE:	No	0	25	The state of the contact person for the job.
JOB_CONTACT_ZIP:	No	0	10	The zip or postal code of the

				contact person for the job.
JOB_CONTACT_EMAIL:	No	0	50	This field is required, only if Apply Online functionality is desired, otherwise this field is not required. Use only one email address. (NOTE: This field is truncated at 50 characters.)
JOB_SHOW_CONTACT:	No			1 = Show contact information at the bottom of the job (the default). 0 = Do <i>not</i> show contact information at the bottom of the job. If Set to 0 and Apply Online is enabled for your account and the Apply Online email address is correct (see JOB_CONTACT_EMAIL), users will be able to apply online but will not be able to see your email address.
JOB_TYPE_FULL_TIME:	No	You can specify both full-time and part-time for the same job if both types of openings exist.		1 = The job is full-time. 0 = The job is not full-time.
JOB_TYPE_PART_TIME:	No			1 = The job is part-time. 0 = The job is not part-time.
JOB_TYPE_CONTRACT:	No	You can specify both contract and permanent positions for the same job if both types of openings exist.		1 = The job is a contract position. 0 = The job is not a contract position.
JOB_TYPE_PERMANENT:	No			1 = The job is a permanent position. 0 = The job is not a permanent position.
JOB_LEVEL:	No			1 = Internship 2 = Entry Level 3 = Mid-Career 4 = Executive

The data to the right of these tags will be placed into our database, the tags themselves will not appear in your online job posting.

Location Field Mapping

Every ISO recognized country has an equivalent two-letter code specified in the country list. [View the country list](#). You must always specify the country code from this list.

For all the countries in which Monster.com operates and some others, there is a list of JOB_LOCATION_STATE codes. [View the state list](#). If the country for which you are posting a job does not have a state code, do not specify JOB_LOCATION_STATE or JOB_LOCATION_CITY. Specify only the JOB_LOCATION_COUNTRY. If there are JOB_LOCATION_STATE codes defined for the country you are posting to, you must specify the most appropriate state.

NOTE: JOB_LOCATION_STATE does not necessarily represent a specific state, it is only the first level of sub classification within a country. In the United States, these codes do represent individual states. In the United Kingdom these codes represent a region.

Some countries also have JOB_LOCATION_CITY codes defined. [View the city list](#). If the country you are posting to has JOB_LOCATION_CITY codes defined, you should specify the most appropriate city. If the country to which you are posting does not have a JOB_LOCATION_CITY code, you should omit this field.

Body Format

The next line after the header must be a blank line, followed by the text of your job. For best results, each line should be wrapped to less than 80 characters long. Lines greater than 80 characters will be automatically wrapped and might not look the way you intended when viewed online.

Sending your file

FTP the file to Monster.com.

1. Type *ftp* at the directory where the file you want to send is located.
2. Make a connection to the FTP server, ftpjobs.monster.com. At the FTP> prompt type:
Hostname: ftpjobs.monster.com
Login: ftp1
Password: occmember
3. Type *Put filename*

Example of Jobs

The following example file contains 2 jobs, one for a Webmaster and one for a Software Engineer:

```
^^^^^^^^^^
JOB_TITLE: Webmaster
JOB_REF_CODE: IT32001
JOB_CATEGORY: 6
JOB_LOCATION_COUNTRY: US
JOB_LOCATION_STATE: IN
JOB_LOCATION_CITY: Indianapolis
JOB_CONTACT_NAME: Jane Doe
JOB_CONTACT_STATE: IN
JOB_CONTACT_ZIP: 46202
```

JOB_CONTACT_CITY: Fishers
JOB_CONTACT_EMAIL: jobs@a1corp.com
JOB_CONTACT_PHONE: 317-555-5555
JOB_SHOW_CONTACT: 1
JOB_SALARY_FROM: 25000
JOB_SALARY_TO: 35000
JOB_SALARY_TYPE: 0
Add a Blank space here
We have a great opportunity for a Webmaster.

- Responsible for maintenance of Internet and intranet web servers, sites and active server page applications.
- Troubleshooting PCs, laptops and other hardware.
- System/Server upgrades and repairs. Special projects as assigned.

A1-Corp is an equal-opportunity employer.

^^^^^^^^^^

JOB_TITLE: Software Engineer
JOB_REF_CODE: IT32002
JOB_CATEGORY: 6
JOB_LOCATION_COUNTRY: US
JOB_LOCATION_STATE: IN
JOB_LOCATION_CITY: Evansville
JOB_CONTACT_NAME: John Doe
JOB_CONTACT_STATE: IN
JOB_CONTACT_ZIP: 46202
JOB_CONTACT_CITY: Fishers
JOB_CONTACT_EMAIL: jobs@a1corp.com
JOB_CONTACT_PHONE: 317-555-5555
JOB_SHOW_CONTACT: 0
Add a Blank space here

Great opportunity to work with a cutting edge technology. We are looking for a Software Engineer/C++ programmer with 3 years of experience. Your project will consist of developing simulation products used for military and police training.

A1-Corp is an equal-opportunity employer.

Common Problems

Some common problems associated with FTP Jobs are:

- Not adhering to the minimum and maximum field size attributes will cause a job to fail.
- Entering field names without specifying values will cause errors. If you choose not to specify an optional field, you must omit the entire field from the header. If the field appears in the header with no value in the body, the job will fail.
- Each field must start in column 0 (zero) of a new line. Do not include any extra white spaces or the job will fail.
- You must include a blank line between the header and the body of a job.
- Remember to upload *all* jobs every time you upload. If, for example, you had 100 live jobs under your account, and you uploaded just one job intending to add it to the existing 100, all jobs would be removed and replaced with one job. If you want to add a job you must also upload all existing jobs.
- Use plain ASCII text in the file. Unicode formatted text will cause the job to fail.

- Remember to specify the JOB_CATEGORY as a numeric string. Entering the name of the category will cause the job to fail.
- Do not specify a currency symbol for JOB_SALARY fields. The system will add one automatically.

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