DWP 'Find a job' Service

Bulk Upload Specification Documentation

Document history

Date	Version	Description
11/05/2018	Version 1.0	First version for launch
13/07/2018	Version 1.1	Addition of job vacancy expiry/deletion. Addition of Bulk Upload and Bulk Expiry feedback report. Removal of all deprecated fields from Universal Jobmatch. Country field deprecated.
30/08/2018	Version 1.2	Updating vacancy xml field data types - "Welsh", "Salary", "Salary / Text" Addition of VacancyRefCode values in the feedback report Addition of new VacancyCategory field to Appendix 1 Addition of VacancyCategory enumeration values to Appendix 2 Addition of VacancyCategory entry in Appendix 3
27/09/2018	Version 1.3	Updated VacancyType options to include "id=3" for "Temporary" contract_type vacancies Adding vacancyRefCodes to Bulk Upload report example in Appendix 5
01/10/2018	Version 1.4	Addition of Appendix 7 including the XSD schema
21/01/2019	Version 1.5	Updated VacancyType options to include "id=4" for "Apprenticeship" contract_type vacancies Updated Appendix 7 the XSD schema to include the new option above
20/02/2019	Version 1.6	Updated to include new salary input methods and salary

		validation criteria. Salary / Currency deprecated. Schema updated accordingly. Changes to Salary Min, Max, Frequency and Text descriptions in Appendix 1. Addition of new enumeration value for salary frequency in Appendix 2. Addition of Appendix 8 giving details of salary input methods and validation criteria.
19/03/2019	Version 1.7	Updated to include VacancyExpiry field Addition of new rejection reasons relating to VacancyExpiry field Updated Appendix 3 to include VacancyExpiry Updated the XSD schema to include the new field above (Appendix 7) Adding new footnote to sample bulk upload report relating to the treatment of volunteer jobs in Appendix 5.
09/05/2019	Version 1.8	Removing footnote from sample bulk upload report relating to the treatment of volunteer jobs in Appendix 5.
21/08/2019	Version 1.9	Adding new failure message for ads that have been deleted by the service management team.
30/03/2020	Version 2.0	Adding new failure messages for: ● ads that have been rejected due to multiple VacancyRefCodes in a feed. ● systems diagnostics failure message Updating salary validation criteria in Appendix 8 to be in line with 2020/21 National Minimum Wage thresholds (which apply from1st April 2020).
01/01/2021	Version 2.1	Remove RecruitInternationally field. Appendix 9 added.
31/03/2021	Version 2.2	Updating salary validation criteria in Appendix 8 to be in line with 2021/22 National Minimum Wage thresholds (which apply from 1st April 2021).
09/06/2021	Version 2.3	Adding a new section on "Bulk Upload data retention" to notify bulk uploaders of auto-deletion of bulk upload data after 30 days.
20/10/2021	Version 2.4	Updating VacancyCategory ids 11, 12 and 13.
14/12/2021	Version 2.5	Adding Social Care (ID: 177) category
31/03/2022	Version 2.6	Updating salary validation criteria in Appendix 8 to be in line with 2022/23 National Minimum Wage thresholds (which apply from1st April 2022).

Summary

This document is for employers and third-parties working on behalf of employers who are looking to add job vacancies to the 'Find a job' service in an automated way.

The purpose of this document is to cover the process and technical details of Bulk Uploading job vacancies to the 'Find a job' service.

What is Bulk Uploading?

The standard way of posting job vacancies on the 'Find a job' service is to post them manually via the site's web interface however, it is also possible to post job vacancies in an automated way via the Bulk Upload process.

Bulk Uploading is typically used by larger companies who have many concurrent job vacancies and/or companies who post their job vacancies to many different recruitment services.

When Bulk Uploading, the job vacancies must be put in an XML file and sent via Secure File Transfer Protocol (SFTP) to the 'Find a job' service where they will automatically get uploaded to the website therefore saving time and effort especially when posting job vacancies in large volumes.

Bulk Upload data can be sent to the 'Find a job' service either by the employer or via a third party such as a multi-posting company (e.g. Broadbean or Idibu) or an Applicant Tracking System (ATS) (e.g. Workable or RecruiterBox).

Getting started as a Bulk Uploader

The following process for getting setup as a Bulk Uploader assumes that you have already registered as an Employer and created a Company on the 'Find a job' service and that this has been verified for posting by the 'Find a job' support team.

As part of this process **you must have accepted the terms and conditions of the 'Find a job' service**.

If you are in this position, please follow the Bulk Uploader onboarding process in order to start Bulk Uploading job vacancies. Please note that only the administrator user for a Company can access the Bulk Uploader credentials:

Step #	Who	Description
1	Employer user	Open a web browser and navigate to the Employer section of the 'Find a job' service.

2	Employer user	Login and navigate to the Company profile page of the company you wish to start Bulk Uploading for.
3	Employer user	Scroll to the "Bulk Upload credentials" section and hit the "Request Bulk Upload credentials" button to send a support request to the 'Find a job' Support team. *NB. Only the administrator Employer user of a company can request and view Bulk Upload details.*
4	'Find a job' Support	Receive request, validate details and send the Bulk Upload Specification document (what you are currently reading) to the Employer user.
5	'Find a job' Support	Generate Bulk Upload credentials and add them to the Company profile on the 'Find a job' service for the administrator Employer user to see. Then inform the Employer user that the system is ready for them to start uploading XML files of jobs.
6	Employer user	Review document and determine whether you are able to Bulk Upload job vacancies to the 'Find a job' service for your Company either directly or via a third party.
7	Employer user	If the Employer **cannot** Bulk Upload job vacancies then inform the Support team and continue to use the web interface to post job vacancies. If the Employer **can** Bulk Upload job vacancies then the Employer should complete any technical work required to start Bulk Uploading.
8	Employer user	When the technical work to generate the Bulk Upload data is complete and the file validated against an XML checker (see Bulk Upload operation) then the Employer is ready to start Bulk Uploading data for the Company. At this point the Employer must log in to the 'Find a job' service and navigate to the Company profile page.
9	Employer user	Scroll to the "Bulk Upload" section where the SFTP credentials will be visible.
10	Employer user	Use the SFTP credentials supplied to start sending your job vacancies and deletions to 'Find a job' and they will be added to the site against your Company. If you use a third party for uploading you will need to share these credentials with them. As there is no externally available test environment for Bulk Uploading please load jobs to the live service when ready.

Bulk Upload operations

Using the Bulk Upload process job vacancies can be posted, edited and deleted. Bulk Uploaded job vacancies will also automatically expire after 30 days unless a specific closing date is defined. These operations are described in more detail below:

Posting new job vacancies

New job vacancies can be added to the 'Find a job' service via the Bulk Upload service. Valid job vacancies will be added to the site as soon as they are processed however, there are a number of reasons why a job vacancy might fail to reach the website:

1. Duplicates - if the system detects that the job vacancy is a duplicate of an existing live vacancy then the system will not post the duplicate.
2. Bad words - if the system detects a rude/offensive word or malicious content within the job vacancy then the vacancy will not be put live.

Editing job vacancies

Job Vacancies can be edited via the Bulk Upload service using the "VacancyRefCode" field (see [Appendix 1 - Job Vacancy fields](#)) as a unique reference for the advert. If the VacancyRefCode for a job vacancy matches the value for an existing live advert for the company then the job vacancy will be modified to the updated content. The closing date for a vacancy can be edited using this method.

NB. Bulk Uploaded job vacancies cannot be edited via the web interface.

Job vacancy expiry

All job vacancies expire after 30 days unless a specific expiry date is defined by the user or explicitly deleted using the Job deletion functionality.

Job vacancy deletion

Live job vacancies can be deleted from 'Find a job' service via the Bulk Upload service. If a vacancy is currently live on the website and is included within the expiry/delete file then it will be removed from the website. If the vacancy continues to be included in the job vacancy file however, it will be reinstated and put live again and therefore it is important that any vacancies that are included in the deletion file are also removed from the new/edit file.

Bulk Uploading new/edited vacancies

The 'Find a job' Bulk Upload process requires all new or edited job vacancies to be packaged into one or more XML files according to a specific format. This format is similar to and compatible with the version that was used on the previous Universal Jobmatch service in order that previously existing Bulk Uploaders do not need to change the content of the data that they are sending.

In order to ensure that the Bulk Uploaded job vacancies can be successfully uploaded to the 'Find a job' site the data must meet the following requirements:

1. Job vacancy data should be put in one or more XML files
2. On initial upload the first XML file upload should ideally contain all live job vacancies (i.e. they are all new to the system)
3. Subsequent XML files should contain all new job vacancies
4. The XML data must be well structured and a valid XML document.
5. XML files must contain UTF-8 encoded data
6. XML files must be checked against an XML checker (e.g. https://www.xmlvalidation.com/)
7. The XML data itself must contain the fields as specified in Appendix 1 - New/Edited Job Vacancy fields
8. If you do not have data for an optional XML tag then please leave the tag out rather than leaving the field empty
9. Avoid special characters in job vacancies because they can cause unexpected problems with job vacancies on the 'Find a job' service. This is especially so for XML special characters that must be escaped if included in job vacancies (please visit this site for more information - http://xml.silmaril.ie/specials.html).
10. There is no specific naming convention for files but we strongly recommend using the format <company_name>-upload-<timestamp>.xml (e.g. MyCompanyName-upload-20180618-103412.xml). This will help with issue verification if required.

Bulk Uploading expired/deleted vacancies

The 'Find a job' Bulk Upload process for expired/deleted job vacancies is very similar to that for new or edited job vacancies and is similarly compatible with the version used on the previous Universal Jobmatch service.

In order to ensure that the Bulk Uploaded job vacancies can be successfully expired/deleted from the 'Find a job' site the data must meet the following requirements:

1. Job vacancy expirations/deletions should be put in one or more XML files.
2. XML files should contain all job vacancies to be removed from the Find a job site whether due to manual deletion or expiry (please note that any job not removed in this way will automatically expire from Find a job after 30 days).
3. The XML data must be well structured and a valid XML document.
4. XML files must contain UTF-8 encoded data.

5. XML files must be checked against an XML checker (e.g. https://www.xmlvalidation.com/)
6. The XML data itself must contain the fields as specified in Appendix 4 - Job Vacancy expiry/deletion fields
7. If you do not have data for an optional XML tag then please leave the tag out rather than leaving the field empty
8. Avoid special characters in job vacancies because they can cause unexpected problems with job vacancies on the 'Find a job' service. This is especially so for XML special characters that must be escaped if included in job vacancies (please visit this site for more information - http://xml.silmaril.ie/specials.html).
9. There is no specific naming convention for files but we strongly recommend using the format <company_name>-expire-<timestamp>.xml (e.g. MyCompanyName-upload-20180618-103412.xml). This will help with issue verification if required.
10. Please note that in order to keep a job vacancy expired/deleted from the Find a job site it must also be removed from the upload file for new/edited vacancies.

Sending Bulk Upload data

When the job vacancy data for new/edited vacancies and expired/deleted vacancies is packaged into one or more Bulk Upload files it must be sent to the 'Inbound' folder under your username on the 'Find a job' SFTP server. The credentials for your Company are displayed to the administrator Employer user on the Company profile page within the Employer pages of the 'Find a job' service. The process of sending data to the 'Find a job' service must meet the following rules:

1. All XML data for the Company must be sent via SFTP to the "Inbound" folder on the SFTP server using the correct set of credentials. The 'Find a job' SFTP server is located at:

   sftp.findajob.dwp.gov.uk on Port 2222

2. In order to populate the 'Find a job' service with all job vacancies, the first new/edit file upload should contain all live job vacancies for the Company.
3. All subsequent new/edit file uploads should only contain new/updated job vacancies.
4. Data should be sent regularly - we recommend once per day.
5. The 'Find a job' service will ingest new data on a daily basis
6. All updates will appear on the 'Find a job' service within 24 hours unless there is an issue with the service.

Bulk Upload data retention

All data in the 'Processed' and 'Outbound' files within your SFTP account will be deleted after 30 days of being uploaded and processed. Please note that this is so the service conforms with GDPR requirements and to retain optimal performance.

Bulk Upload feedback report

When a batch of Bulk Uploaded job vacancies is processed by the Find a job system, a report is generated detailing the number of vacancies that have been successfully posted and the number that have been rejected along with reasons for rejection. This report is generated in text-only format (.txt) and added to the "Outbound" folder on the SFTP server (please
 see Appendix 5 for an example report).
The Bulk Upload report is split into three sections:

1. Header
2. Success messages
3. Failure messages

Header

This section provides key information relating to the Bulk Upload run and the company initiating the Bulk Upload.

Message	Details
Bulk Upload Report	Report type.
Run ID: 11111	The ID of the Bulk Upload event.
Company ID: 22222	The ID of your company in the Find a job system.
Company Name: Your Company Ltd	The name of your company in the Find a job system.
Timestamp: 2018-07-13 09:00:00	The date and time at which the Bulk Upload file was processed and the report generated.

Success messages

This section of the Bulk Upload report provides a summary of the ads that have successfully been posted.

Message	Metric	Details
Ads live from this feed - 20.00% (20 out of 100)	Expressed as a percentage of all ads included in the Bulk Upload file (%)	Ads in this Bulk Upload file that are now posted live.
Ads added or updated in this run - 12.00% (12 out of 100)	Expressed as a percentage of all ads included in the Bulk Upload file (%)	New ads, not included in any previous Bulk Upload file that have successfully been posted to live or

		existing ads that were updated in this Bulk Upload file.
Ads from previous runs - 8.00% (8 out of 100)	Expressed as a percentage of all ads included in the Bulk Upload file (%)	Old ads that have been included in previous Bulk Upload files that are still in a posted state.

Failure messages

This section of the Bulk Upload report provides a summary of the ads that have been rejected grouped by the reason for rejection. The VacancyRefCode for each rejected ad is listed below the reason for rejection.

Message	Metric	Details
Ads rejected - 80.00% (80 out of 100)	Expressed as a percentage of all ads included in the Bulk Upload file (%)	Ads included in the Bulk Upload file that have not been posted live.
- description below 100 characters: XX	Number of ads	Ads that do not have the minimum 100 characters in the description field.
- inappropriate phrase used: XX	Number of ads	Ads that have an inappropriate phrase in one or more fields.
- incorrect ApplyMethod value: XX	Number of ads	Ads that have an invalid ApplyMethod value.
- incorrect ApplyUrl value: XX	Number of ads	Ads that have an invalid ApplyUrl value.
- incorrect VacancyStatus value: XX	Number of ads	Ads that have an invalid VacancyStatus value.
- incorrect VacancyType value: XX	Number of ads	Ads that have an invalid VacancyType value.
- missing ApplyUrl: XX	Number of ads	Ads that are missing an ApplyUrl.
- missing contact info: XX	Number of ads	Ads that are missing contact information.
- missing $field: XX	Number of ads	Ads that are missing a mandatory field e.g. title, description, etc.
- title above 100 characters: XX	Number of ads	Ads that have more than the maximum 100 characters in the title field.
- salary min below national minimum wage	Number of ads	Ads that have a salary min value below the National Minimum Wage
- salary max below	Number of ads	Ads that have a salary max value

national minimum wage		below the National Minimum Wage
- salary min and max below national minimum wage	Number of ads	Ads that have salary min and max values below the National Minimum Wage
- salary min must be in standard UK decimal format	Number of ads	Ads that have a salary min value in an unsupported format
- salary max must be in standard UK decimal format	Number of ads	Ads that have a salary max value in an unsupported format
- salary frequency specified but missing salary min	Number of ads	Ads that have a salary frequency value but no salary min value
- salary min specified but missing salary frequency	Number of ads	Ads that have a salary min value but no salary frequency value
- salary max less than salary min	Number of ads	Ads that have a salary max value that is less than the salary min value
- salary frequency needs to be a number from 1 to 7	Number of ads	Ads that have a salary frequency value in an unsupported format
- salary min missing in salary range	Number of ads	Ads that have a salary max and frequency value but are missing a salary min value
- closing date must be between posting/editing date +1 day and posting date +30 days	Number of ads	Ads that have a VacancyExpiry date that is in the past, the same as the posting/editing date, or after the posting date +30 days.
- incorrect VacancyExpiry value	Number of ads	Ads that have a VacancyExpiry value that is not in the correct format (i.e. YYYY-MM-DD)
- in deleted state	Number of ads	Ads that have been deleted by the service management team
- VacancyRefCode duplicates: XX	Number of ads	Ads that have a duplicate VacancyRefCode value i.e. it has been used already in the same XML feed.
- system diagnostics: failed to digest internal <field name> field	Number of ads	A value in the xml feed has failed to be digested. The field cited is an internal system field. This failure message is to enable the system administrator to carry out internal diagnostics.
- system error: XX	Number of ads	A system error has occurred when

		processing this ad.

Inappropriate phrases

This section of the Bulk Upload report provides a summary of any inappropriate phrases used in ads, grouped by phrase. The VacancyRefCode of the ad that included the inappropriate phrase is detailed under each phrase. If a vacancy has an inappropriate phrase in one or more field the report will detail the phrase, the number of instances and the field in which it occurred:

Message	Metric	Details
List of inappropriate phrases detected		
- inappropriate text in $field (e.g. title): *- sauna: XX* *- xxxxx: XX*	Number of ads	Ads detected with inappropriate phrases in the title field with details of each phrase.
- inappropriate text in $field (e.g. description): *- sauna: XX* *- xxxxx: XX*	Number of ads	Ads detected with inappropriate phrases in the description field with details of each phrase.

Rejected ads summary

If any ads were rejected by the Find a job system, then a summary of all the vacancyRefCode values of the rejected ads will be found at the end of the report.

Bulk Expiry feedback report

When a Bulk Expiry file is processed by the Find a job system, a report is generated detailing the number of vacancies that have been successfully expired. This report is generated in text-only format (.txt) and added to the "Outbound" folder on the SFTP server (please see Appendix 6 for an example report).

The Bulk Expiry report is split into three sections:

1. Header
2. Success message

Header

This section provides key information relating to the Bulk Expiry run and the company initiating the Bulk Expiry.

Message	Details
Bulk Expiry Report	Report type.
Run ID: 11111	The ID of the Bulk Expiry event.
Company ID: 22222	The ID of your company in the Find a job system.
Company Name: Your Company Ltd	The name of your company in the Find a job system.
Timestamp: 2018-07-13 09:00:00	The date and time at which the Bulk Expiry file was processed and the report generated.

Success messages

This section of the Bulk Expiry report provides a summary of the ads that have successfully been expired.

Message	Metric	Details
Ads expired: 95.00% (95 out of 100)	Expressed as a percentage of all ads included in the Bulk Expiry file (%)	Ads that have been expired by this Bulk Expiry file.[1]

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[1] Please note this will not include vacancies that have already automatically expired or been deleted.

Appendix 1 - New/Edited Job Vacancy fields

The following list defines all of the XML tags and attributes used to define a file of new/edited Job Vacancies to the 'Find a job' service. The tags are displayed in the order that your XML should be formatted in:

NB. There are a number of tags in the table that have been deprecated. These are still in the document because we want to maintain backwards compatibility with job vacancy XML files that were generated for the previous 'Find a job' service.

Field Name (Listed in order)	Mandatory / Optional	Data Type	Min/Max Character Length	Description of the field
XML declaration	Mandatory	N/A	N/A	Not strictly a field but this is placed at the top of the XML to declare that the content is XML
`<?xml version="1.0" encoding="UTF-8"?>`				
Vacancies	Mandatory	N/A	N/A	A parent tag which contains all job vacancies within this file.

`<Vacancies>`
  `<Vacancy>`
    `<...> </…>`
    `<...> </…>`
    `<...> </…>`
  `</Vacancy>`
`<Vacancies>`				

Vacancy	Mandatory	N/A	N/A	A parent tag which contains all data about a specific job vacancy.
VacancyRefCode	Mandatory	String	Max: 50	An attribute of the Vacancy tag which acts as the external identifier of the job vacancy. Must be unique to the job vacancy within the company and is used to determine a job vacancy should be added or edited.

				No special characters allowed.
<Vacancy vacancyRefCode="#XYZ123456">				
Title	Mandatory	String	Max: 100	The title of the job vacancy
<Title>Title of the job vacancy</Title>				
Description	Mandatory	String	Min: 100 Max: 65k	The description of the job vacancy. Please do not include HTML in this.
<Description>A full description of the job vacancy being posted to the 'Find a job' service.</Description>				
Location	Mandatory	N/A	N/A	A parent tag which contains all of the other location based content.
Location / StreetAddress	Optional	String	Max: 200	The street address of the job vacancy
Location / City	Optional	String	Max: 50	The city of the job vacancy
Location / State(region)	Optional	String	Max: 50	The county of the job vacancy
Location / PostalCode	Mandatory	String	Max: 25	The full postcode of the job vacancy.
<Location> <StreetAddress>24 High Street</StreetAddress> <City>Plymouth</City> <State>Devon</State> <PostalCode>PL1 4AT</PostalCode> </Location>				

Contact	Optional	N/A	N/A	A parent tag which contains all of the other contact information. This field is only required if using ApplyMethod "3" (see below)
Contact / Name	Optional	String	Max: 100	The name of the person hiring
Contact / Address	Optional	N/A	N/A	A parent tag which contains all address information.
Contact / Address / StreetAddress	Optional	String	Max: 200	The street address of the person hiring
Contact / Address / City	Optional	String	Max: 50	The city of the person hiring
Contact / Address / State	Optional	String	Max: 50	The county of the person hiring
Contact / Address / PostalCode	Optional	String	Max: 25	The postcode of the person hiring
Contact / Address / Country	Optional	String	Max: 50	The country of the person hiring
Contact / Email	Optional	String	Max: 80	The email address of the person hiring
Contact / Website	Optional	String	Max: 80	The URL of the website of the company hiring
Contact / Phone	Optional	String	Max: 25	The phone number of the person hiring
Contact / Fax	Optional	String	Max: 25	The fax number of the person hiring

```
<Contact>
  <Name>John Doe</Name>
  <Address>
    <StreetAddress>53-64 Kings Lane</StreetAddress>
    <City>Leeds</City>
    <State>West Yorkshire</State>
    <PostalCode>LS5 8DW</PostalCode>
```

```xml
    <Country>UK</Country>
  </Address>
  <Email>johndoe@company.co.uk</Email>
  <WebSite>www.gov.uk</WebSite>
  <Phone>01420420420</Phone>
  <Fax>01420420430</Fax>
 </Contact>
```

Welsh	Optional	N/A	N/A	A tag containing two Welsh related attributes
Welsh / iswelsh	Optional	Boolean (Lower case) true OR false	N/A	An attribute of the Welsh tag which tells the system that this vacancy is written in Welsh.
Welsh / translationAssistanceRequired	Optional	Boolean (Lower case) true OR false	N/A	An attribute of the Welsh tag which tells the DWP helpdesk that this role needs translating from Welsh to English or English to Welsh.

```xml
<Welsh isWelsh="false" translationAssistanceRequired="false" />
```

Salary	Optional	N/A	N/A	A parent tag which contains all of the other salary information.
Salary / Min	Optional - Mandatory if Salary / Frequency is defined	Decimal	N/A	The fixed salary for the job vacancy or the minimum value for a salary range. If specified, Salary / Frequency must also be specified. Must comply with National Minimum Wage law. Please see Appendix 8 for more details on salary input and validation criteria.
Salary / Max	Optional - Mandatory	Decimal	N/A	The maximum value for a salary range. If specified,

	if Salary / Min is defined			Salary / Min must also be specified. Must comply with National Minimum Wage law. Please see Appendix 8 for more details on salary input and validation criteria.
Salary / Frequency	Optional - Mandatory if Salary / Min is defined	Enumeration ([Appendix 2](#))	See appendix	The frequency of salary for the job vacancy - the id attribute defines the enumeration value. If specified, Salary / Min must also be specified. Please see Appendix 8 for more details on salary input and validation criteria.
Salary / Text	Optional	String	Max: 255	A string of text to be appended to the salary as additional salary information. This field should only be used for supplementary information related to the compensation arrangement for the role (such as allowances, bonuses and pension contributions) and should not be used to input fixed salaries or salary ranges. Please see Appendix 8 for more details on salary input and validation criteria.

```
<Salary>
   <Min>20000.00</Min>
   <Max>30000.00</Max>
   <Frequency id="1" />
   <Text>Plus bonus</Text>
</Salary>
```

VacancyCategory	Optional	Enumeration ([Appendix 2](#))	N/A	The category of the job vacancy. There are 29 categories. If a category is not specified the job vacancy will be automatically categorised based on keywords in the content of the job title and description fields. Please refer

				to [Appendix 2](#) for more details on job categories.
<VacancyCategory id="1" />				
VacancyExpiry	Optional	String YYYY-MM-DD	Min: 8 Max: 10	Optional expiry date for the ad. The date specified should be after the posting/editing date and before maximum 30 day threshold. If the posting date specified is not between the posting/editing date +1 day and the posting date +30 days, then the ad will be rejected and a rejection reason detailed in the feedback report file. If left empty the ad will expire by default after 30 days of being posted.
<VacancyExpiry>2019-04-30</VacancyExpiry>				
VacancyType	Mandatory	Enumeration ([Appendix 2](#))	See appendix	Whether the job vacancy is temporary, permanent, contract or an apprenticeship - the id attribute defines the enumeration value.
<VacancyType id="1" />				
VacancyStatus	Mandatory	Enumeration ([Appendix 2](#))	See appendix	Whether the job vacancy is full time or part time - the id attribute defines the enumeration value.
<VacancyStatus id="1" />				
ApplyUrl	Optional	String	Max: 2500	URL for applications if the application for the job vacancy is hosted on an external website. Please

				include http:// or https:// on all URLs. This field is only required if using Apply Method "2" (see below).
ApplyMethod	Mandatory	Enumeration (Appendix 2)	See appendix	Defines how to receive applications for the job vacancy. There are three possible values and only one should be chosen: "2" Apply via a URL to your system "3" Apply via contact details provided (email, phone) Please refer to Appendix 2 for more details on application methods.
`<ApplyMethod id="2" />`				

Appendix 2 - Enumeration values

This section details all of the enumeration values for the job vacancy XML data defined in [Appendix 1 - Job Vacancy fields](). When adding this content to the XML please only provide the number (column 1) and not the description of the value (column 2).

Salary/Frequency

These are the possible values for the Salary/Frequency id attribute:

ID	Description
1	Annual salary
2	Hourly salary (per hour)
3	Weekly salary (per week)
4	Monthly salary (per month)
5	Fortnightly salary
6	Daily salary (per day)
7	Annual salary pro rata (per year pro rata)

VacancyCategory

These are the possible values for the VacancyCategory id attribute:

ID	Description
1	Accounting & Finance Jobs
2	Admin Jobs
3	Agriculture, Fishing & Forestry Jobs
4	Consultancy Jobs
5	Creative & Design Jobs
6	Customer Service Jobs
7	Domestic Help & Cleaning Jobs
8	Energy, Oil & Gas Jobs
9	Engineering Jobs

10	Graduate Jobs
11	HR & Recruitment Jobs
12	Healthcare & Nursing Jobs
13	Hospitality & Catering Jobs
14	IT Jobs
15	Legal Jobs
16	Logistics & Warehouse Jobs
17	Maintenance Jobs
18	Manufacturing Jobs
19	Other/General Jobs
20	PR, Advertising & Marketing Jobs
21	Property Jobs
22	Retail Jobs
23	Sales Jobs
24	Scientific & QA Jobs
25	Security & Protective Services Jobs
26	Social Work Jobs
27	Teaching Jobs
28	Trade & Construction Jobs
29	Travel Jobs
177	Social Care Jobs

VacancyType

These are the possible values for the VacancyType id attribute:

ID	Description
1	Permanent
2	Contract
3	Temporary

ID	Description
4	Apprenticeship

VacancyStatus

These are the possible values for the VacancyStatus id attribute:

ID	Description
1	Full time
2	Part time

ApplyMethod

These are the possible values for the ApplyMethod id attribute:

ID	Description
2	Apply via an external URL - apply button takes the user to a separate website
3	Apply via supplied contact details (email, telephone) - details are shown below the job description

Appendix 3 - Example job vacancy

Below is an example of the job vacancy XML data for the 'Find a job' service. The find a job service will accept any jobs that contain extra fields - particularly those that were part of the Universal Jobmatch specification however, it will ignore any fields that are not part of this specification.

Example job vacancy XML:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Vacancies>
  <Vacancy vacancyRefCode="#XYZ123456">
    <Title>Title of the job vacancy</Title>
    <Description>A full description of the job vacancy being posted to the 'Find a job' service.</Description>
    <Location>
      <PostalCode>PL1 4AT</PostalCode>
    </Location>
    <Welsh isWelsh="false" translationAssistanceRequired="false" />
    <Salary>
      <Min>20000.00</Min>
      <Max>30000.00</Max>
      <Frequency id="1" />
      <Text>Plus bonus</Text>
    </Salary>
    <VacancyType id="1" />
    <VacancyStatus id="1" />
    <VacancyCategory id="1" />
    <VacancyExpiry>2019-04-30</VacancyExpiry>
    <ApplyUrl>http://www.company.com/apply?id=123123</ApplyUrl>
    <ApplyMethod id="2" />
  </Vacancy>
</Vacancies>
```

Appendix 4 - Job Vacancy expiry/deletion fields

The following list defines all of the XML tags and attributes used to define a file of expired/deleted Job Vacancies that are to be removed from the 'Find a job' service. The tags are displayed in the order that your XML should be formatted in:

Field Name (Listed in order)	Mandatory / Optional	Data Type	Min/Max Character Length	Description of the field
XML declaration	Mandatory	N/A	N/A	Not strictly a field but this is placed at the top of the XML to declare that the content is XML
`<?xml version="1.0" encoding="UTF-8"?>`				
ExpireVacancies	Mandatory	N/A	N/A	A parent tag which contains all job vacancies to be expired/deleted within this file.
ExpireVacancy	Mandatory	N/A	N/A	A parent tag which a specific job vacancy to be expired/deleted.
VacancyRefCode	Mandatory	String	Max: 50	An attribute of the Vacancy tag which acts as the external identifier of the job vacancy. Must be unique to the job vacancy within the company and is used to determine which job vacancy should be expired/deleted. No special characters allowed.

An example of a job vacancy deletion/expiry file is:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<ExpireVacancies>
   <ExpireVacancy vacancyRefCode="#XYZ123456"/>
   <ExpireVacancy vacancyRefCode="#XYZ123457"/>
   <ExpireVacancy vacancyRefCode="#XYZ123458"/>
</ExpireVacancies>
```

Appendix 5 - Example Bulk Upload report

Below is an example of a text-only Bulk Upload report that will be generated by the 'Find a job' service.

Example Bulk Upload report:

Bulk Upload Report
Run ID: 11111
Company ID: 22222
Company name: Your Company Ltd
Timestamp: 2018-07-13 09:00:00

Ads live from this feed: 99.00% (990 out of 1000)
- ads added in this run: 89.00% (890 out of 1000)
- ads from previous runs: 10.00% (100 out of 1000)

Ads rejected: 1.00% (10 out of 1000)
- description below 100 characters: 1
    - AB-D-123
- inappropriate phrase used: 2
    - AC-8134
    - CB-5633
- incorrect VacancyType value: 1
    - 192356758
- missing ApplyUrl: 1
    - 4543967
- missing contact info: 1
    - BB-3451
- system error: 4

List of inappropriate phrases detected*
- inappropriate text in description:
    - sauna: 1
        - AC-8134
    - assassin: 1
        - CB-5633

Summary of vacancyRefCodes of rejected ads:
AB-D-123, AC-8134, CB-5633, 192356758, 4543967, BB-3451

* Please contact support if you believe a phrase has been used legitimately.

Appendix 6 - Example Bulk Expiry report

Below is an example of a text-only Bulk Expiry report that will be generated by the 'Find a job' service.

Example Bulk Upload report:

Bulk Expiry Report
Run ID: 111111
Company ID: 222222
Company Name: Your Company Ltd
Timestamp: 2018-07-13 09:00:00

Ads expired: 95.00% (95 out of 100)

Appendix 7 - XML Schema Definition

Below is the XML schema definition (XSD) that formally specifies the structure and element contents of a well defined XML feed for the bulk upload service:

```
<xs:schema targetNamespace="findajob_bu" attributeFormDefault="unqualified"
elementFormDefault="qualified" xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="Vacancies">
    <xs:complexType>
      <xs:all>
        <xs:element name="Vacancy">
          <xs:complexType>
            <xs:all>
              <xs:element name="Title">
                <xs:simpleType>
                  <xs:restriction base="xs:string">
                    <xs:maxLength value="100"/>
                  </xs:restriction>
                </xs:simpleType>
              </xs:element>
              <xs:element name="Description">
                <xs:simpleType>
                  <xs:restriction base="xs:string">
                    <xs:minLength value="100"/>
                    <xs:maxLength value="65000"/>
                  </xs:restriction>
                </xs:simpleType>
              </xs:element>
              <xs:element name="Location">
                <xs:complexType>
                  <xs:all>
                    <xs:element name="StreetAddress" minOccurs="0">
                      <xs:simpleType>
                        <xs:restriction base="xs:string">
                          <xs:maxLength value="200"/>
                        </xs:restriction>
                      </xs:simpleType>
                    </xs:element>
                    <xs:element name="City" minOccurs="0">
                      <xs:simpleType>
                        <xs:restriction base="xs:string">
                          <xs:maxLength value="50"/>
                        </xs:restriction>
                      </xs:simpleType>
```

```xml
      </xs:element>
      <xs:element name="State" minOccurs="0">
       <xs:simpleType>
        <xs:restriction base="xs:string">
         <xs:maxLength value="50"/>
        </xs:restriction>
       </xs:simpleType>
      </xs:element>
      <xs:element name="PostalCode">
       <xs:simpleType>
        <xs:restriction base="xs:string">
         <xs:maxLength value="25"/>
        </xs:restriction>
       </xs:simpleType>
      </xs:element>
     </xs:all>
    </xs:complexType>
   </xs:element>
   <xs:element name="Contact" minOccurs="0">
    <xs:complexType>
     <xs:all>
      <xs:element name="Name" minOccurs="0">
       <xs:simpleType>
        <xs:restriction base="xs:string">
         <xs:maxLength value="200"/>
        </xs:restriction>
       </xs:simpleType>
      </xs:element>
      <xs:element name="Address" minOccurs="0">
       <xs:complexType>
        <xs:all>
         <xs:element name="StreetAddress" minOccurs="0">
          <xs:simpleType>
           <xs:restriction base="xs:string">
            <xs:maxLength value="200"/>
           </xs:restriction>
          </xs:simpleType>
         </xs:element>
         <xs:element name="City" minOccurs="0">
          <xs:simpleType>
           <xs:restriction base="xs:string">
            <xs:maxLength value="50"/>
           </xs:restriction>
          </xs:simpleType>
         </xs:element>
         <xs:element name="State" minOccurs="0">
```

```xml
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="50"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="PostalCode" minOccurs="0">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="25"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="Country" minOccurs="0">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="50"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
   </xs:all>
  </xs:complexType>
 </xs:element>
 <xs:element name="Email" minOccurs="0">
  <xs:simpleType>
   <xs:restriction base="xs:string">
    <xs:maxLength value="80"/>
   </xs:restriction>
  </xs:simpleType>
 </xs:element>
 <xs:element type="xs:anyURI" name="Website" minOccurs="0"/>
 <xs:element name="Phone" minOccurs="0">
  <xs:simpleType>
   <xs:restriction base="xs:string">
    <xs:maxLength value="25"/>
   </xs:restriction>
  </xs:simpleType>
 </xs:element>
 <xs:element name="Fax" minOccurs="0">
  <xs:simpleType>
   <xs:restriction base="xs:string">
    <xs:maxLength value="25"/>
   </xs:restriction>
  </xs:simpleType>
 </xs:element>
</xs:all>
```

```xml
      </xs:complexType>
    </xs:element>
    <xs:element name="Welsh" minOccurs="0">
      <xs:complexType>
        <xs:attribute name="isWelsh">
          <xs:simpleType>
            <xs:restriction base="xs:string">
              <xs:enumeration value="true"/>
              <xs:enumeration value="false"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:attribute>
        <xs:attribute name="translationAssistanceRequired">
          <xs:simpleType>
            <xs:restriction base="xs:string">
              <xs:enumeration value="true"/>
              <xs:enumeration value="false"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:attribute>
      </xs:complexType>
    </xs:element>
    <xs:element name="Salary" minOccurs="0">
      <xs:complexType>
        <xs:all>
          <xs:element type="xs:float" name="Min" minOccurs="0"/>
          <xs:element type="xs:float" name="Max" minOccurs="0"/>
          <xs:element name="Frequency" minOccurs="0">
            <xs:complexType>
              <xs:attribute name="id">
                <xs:simpleType>
                  <xs:restriction base="xs:integer">
                    <xs:enumeration value="1"/>
                    <xs:enumeration value="2"/>
                    <xs:enumeration value="3"/>
                    <xs:enumeration value="4"/>
                    <xs:enumeration value="5"/>
                    <xs:enumeration value="6"/>
                    <xs:enumeration value="7"/>
                  </xs:restriction>
                </xs:simpleType>
              </xs:attribute>
            </xs:complexType>
          </xs:element>
          <xs:element type="xs:string" name="Text" minOccurs="0"/>
        </xs:all>
```

```xml
      </xs:complexType>
    </xs:element>
    <xs:element type="xs:date" name="VacancyExpiry" minOccurs="0"/>
    <xs:element name="VacancyType">
      <xs:complexType>
        <xs:attribute name="id" use="required">
          <xs:simpleType>
            <xs:restriction base="xs:integer">
              <xs:enumeration value="1"/>
              <xs:enumeration value="2"/>
              <xs:enumeration value="3"/>
              <xs:enumeration value="4"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:attribute>
      </xs:complexType>
    </xs:element>
    <xs:element name="VacancyStatus">
      <xs:complexType>
        <xs:attribute name="id" use="required">
          <xs:simpleType>
            <xs:restriction base="xs:integer">
              <xs:enumeration value="1"/>
              <xs:enumeration value="2"/>
            </xs:restriction>
          </xs:simpleType>
        </xs:attribute>
      </xs:complexType>
    </xs:element>
    <xs:element name="VacancyCategory">
      <xs:complexType>
        <xs:attribute name="id">
          <xs:simpleType>
            <xs:restriction base="xs:integer">
              <xs:enumeration value="1"/>
              <xs:enumeration value="2"/>
              <xs:enumeration value="3"/>
              <xs:enumeration value="4"/>
              <xs:enumeration value="5"/>
              <xs:enumeration value="6"/>
              <xs:enumeration value="7"/>
              <xs:enumeration value="8"/>
              <xs:enumeration value="9"/>
              <xs:enumeration value="10"/>
              <xs:enumeration value="11"/>
              <xs:enumeration value="12"/>
```

```xml
                    <xs:enumeration value="13"/>
                    <xs:enumeration value="14"/>
                    <xs:enumeration value="15"/>
                    <xs:enumeration value="16"/>
                    <xs:enumeration value="17"/>
                    <xs:enumeration value="18"/>
                    <xs:enumeration value="19"/>
                    <xs:enumeration value="20"/>
                    <xs:enumeration value="21"/>
                    <xs:enumeration value="22"/>
                    <xs:enumeration value="23"/>
                    <xs:enumeration value="24"/>
                    <xs:enumeration value="25"/>
                    <xs:enumeration value="26"/>
                    <xs:enumeration value="27"/>
                    <xs:enumeration value="28"/>
                    <xs:enumeration value="29"/>
                  </xs:restriction>
                </xs:simpleType>
              </xs:attribute>
            </xs:complexType>
          </xs:element>
          <xs:element type="xs:anyURI" name="ApplyUrl" minOccurs="0"/>
          <xs:element name="ApplyMethod">
            <xs:complexType>
              <xs:attribute name="id" use="required">
                <xs:simpleType>
                  <xs:restriction base="xs:integer">
                    <xs:enumeration value="2"/>
                    <xs:enumeration value="3"/>
                  </xs:restriction>
                </xs:simpleType>
              </xs:attribute>
            </xs:complexType>
          </xs:element>
        </xs:all>
        <xs:attribute type="xs:string" name="vacancyRefCode" use="required"/>
      </xs:complexType>
    </xs:element>
  </xs:all>
  </xs:complexType>
 </xs:element>
</xs:schema>
```

Appendix 8 - Salary Input & Validation

Salary Input

Bulk Uploaders can specify either a **fixed salary** or **salary range** along with **salary frequency** and **additional salary information**.

Salary input is optional. So, Bulk Uploaders can opt not to specify a salary or additional salary information. They can also opt to specify only additional salary information with no fixed salary or salary range.

Fixed Salary

To specify a fixed salary, Bulk Uploaders will need to specify a value in the Salary/Min field (e.g. *<Min>9.50</Min>*) and a frequency value (e.g. *<Frequency id="2" />*) in the Salary/Frequency field.

Please note, when specifying a fixed salary, omitting either the Salary/Min value or the Salary/Frequency value will result in the ad being rejected. Any rejections will be detailed with the corresponding VacancyRefCode in the bulk feedback report.

Salary Range

Employers can opt to specify a salary range by adding values into the Salary/Min, Salary/Max and Salary/Frequency fields.

Please note, when specifying a salary range, omitting either the Salary/Min value or the Salary/Frequency value will result in the ad being rejected. Omitting the Salary/Max value will result in a fixed salary being specified.

The Salary/Min and Salary/Max fields will only accept UK standard decimal format (i.e. numbers, comma and decimal point). For example *'1,234.56'*, *'1,234'* or *'1234.56'* would be accepted, whereas *'£123'*, *'up to 123'*, *'1234.5678'* or *'10-20'* would all be rejected.

Additional Salary Information

Employers can also specify additional salary information (such as allowances, bonuses and pension contributions) via the Salary/Text field. Please note, this field should only be used for supplementary information related to the compensation arrangement for the role and should not be used to input fixed salaries or salary ranges.

Salary Validation

Salaries that have been specified via bulk (or manual) upload will now be checked to ensure they are compliant with National Minimum Wage Law (please see here for more details:

). Ads that do not comply will be rejected. The reason for the rejection along with the VacancyRefCode of the ad will be detailed in the bulk feedback report.

Fixed Salary

When entering a fixed salary, the value must be at least up to £9.50 per hour to meet the National Minimum Wage.

Salary Range

When entering a salary range, the salary must be at least £4.81 per hour to meet the National Minimum Wage for people under 18; and up to at least £9.50 per hour to meet the National Minimum Wage for people aged 23 and over.

Other salary frequencies will also be validated where the role is specified as full-time (please see the validation criteria below for more details). Where the role is specified as part-time, only Per hour frequencies will be validated.

Apprenticeship

Employers can now specify a job type of "Apprenticeship" in addition to the existing job types of "Permanent", "Temporary" and "Contract". This can be specified in a bulk upload xml by adding an ID of "4" in the VacancyType field.

If a job type of "Apprenticeship" is specified, the salary (whether fixed or range) must be at least £4.81 per hour to meet the National Minimum Wage for apprenticeships.

Validation Criteria

The table below details the rates to be used for salary validation at the various frequencies and thresholds:

Frequency	Apprentice	Under 18	Over 23	Calculation
Per hour (H)	£4.81	£4.81	£9.50	(H)x1
Per day	£28.86	£28.86	£57.00	(H)x6
Per week	£144.30	£144.30	£285.00	(H)x6x5
Per fortnight	£288.60	£288.60	£570.00	(H)x6x10
Per month	£625.30	£625.30	£1,235.00	(H)x6x5x52/12
Per year	£7,503.60	£7,503.60	£14,820.00	(H)x6x5x52
Per year, pro rata	£7,503.60	£7,503.60	£14,820.00	(H)x6x5x52

Appendix 9 - decommissioning of the EURES integration

As the UK has now left the European Union, we no longer send ads posted on the Find a job service to the EURES jobs portal. As such, the "RecruitInternationally" field has been removed from this specification. The system will now ignore this field if it is included in a bulk upload xml file.