

JobOppO Posting Document

You can post to joboppo.co.uk in 3 ways. Options below:

1. Manual job posting via your Joboppo.co.uk account
2. Via our API: With our API you can integrate direct or use it via a number of 3rd party job posting companies such as Broadbean, Idibu, Logic melon & Recrutive.
3. XML Parsing.

MANUAL POSTING

Using the login details provided, sign into the system and navigate to 'Post a job'. Our manual job posting template is easy to navigate through to clearly display the opportunity in its entirety. Before posting you will have to confirm the job before it goes live on the site for 30 days.

API

If you choose to integrate directly with our API, our client services team will be able to provide you with the test client log on details and API access keys, to give you access.

The API can be located here:

<http://jobservice.joboppo.com/remotepost.aspx>

If you are going to use a 3rd party company to post on your behalf the following steps will have to be followed:

- Contact our service team with your enquiry and we will setup and liaise directly with the 3rd party to get you set up and activated.
- The 3rd party will need access to the API url:
<http://jobservice.joboppo.com/remotepost.aspx>
- The 3rd party will need to supply a set of permanent IP addresses for us to add to our whitelist & allow access to post jobs via the API.
- The 3rd party will then be issued an API access key to access the API. Recrutive will supply this upon request.
- Job Oppo will then create your account, with the relevant, active subscriptions.
- Job Oppo will then activate your account and provide the 3rd party a client API key, unique to your account.

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EXAMPLE TO SEND TO YOUR THIRD PARTY

API URL: `http://jobservice.joboppo.com/remotepost.asmx`
API key: `2MFXOOT8P07VG00S`
Client Key: `HG62X0EBRBT295YR`

Once you have supplied the 3rd party with the information above, they will schedule your integration and liaise direct.

Once the integration is completed you will be able to post jobs direct to Job Oppo via our API.

XML PARSING

Our XML parsing service can import your jobs direct from a XML feed and into Job Oppo.com on a daily basis. In order to utilise this service, the following items need to be provided.

- The xml file needs to be XML or JSON.
- A fixed and accessible URL to access the job XML file to import. We need to access an up-to-date XML file via your website or ATS solution. We will need to have access to this URL to parse the jobs on a daily basis.
- There are specific items we require to parse your jobs. This covers the standard job requirements (covered below) in a fixed format so we can map the XML elements into the website.
- Job Lists: In order for Job Oppo to map/import your lists & locations to our website, we require a complete list of drop-down selections you can make in your system to map across to ours. This includes Industry Sectors, Geographical Locations, Contract Types and/or Job Types. These cannot be free type fields. This would need to be a full and comprehensive list that does not change, so we can map the elements passed to the Job Oppo job posting data.

Form Fields Required, all * are mandatory.

- Job Title *
- Expiry Date
- Town / City (free type location) *
- Salary* (text description of the salary required)
- Industry Sectors* (this could be job roles or categories) comma separated
- Location* comma separated
- Contract Type* (Permanent / Contract etc, list to be supplied)
- Job Summary (brief overview of the job 250 characters)
- Job Description*
- Apply URL (If the function is enabled on the client account for 3rd party applications)

Please send your XML file and schema to our client services and we will review for integration.