



# JOB POSTING DOCUMENT

You can Post to [ex-militarycareers.com](https://ex-militarycareers.com)  
in 3 Ways:

**01**

Manual job posting

via your  
[Ex-Militarycareers.com](https://ex-militarycareers.com)  
account.

**02**

Via our API:

With our API, you can  
integrate directly or  
use it via a number of  
3<sup>rd</sup> party job posting  
companies such as  
Broadbean, Vacancy  
Poster, Idibu, Logic  
melon.

**03**

XML Parsing

Our XML parsing  
service can import  
your jobs direct from  
an XML feed and into  
our platform on a daily  
basis.

# 01 MANUAL POSTING

Manual posting via your Ex-Militarycareers.com account.

Upload your vacancies manually via the web. Simply log in to your account, (ensuring you have an active subscription) and manually input your vacancies, and press submit!

# 02 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://service.ex-militarycareers.com/remotepost.aspx>

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

- A** Contact our service team with your enquiry and we will set up and liaise directly with the 3<sup>rd</sup> party to get you set up and activated.
- B** The 3<sup>rd</sup> party will need access to the API URL: <http://service.exmilitarycareers.com/remotepost.aspx>
- C** The 3<sup>rd</sup> party will need to supply a set of permanent IP addresses for us to add to our white list & allow access to post jobs via the API.
- D** The 3<sup>rd</sup> party will then be issued an API access key to access the API.
- E** Ex-Militarycareers.com will then create your account, with the relevant, active subscriptions.
- F** Ex-Militarycareers.com will then activate your account and provide the 3<sup>rd</sup> party a client API key, unique to your account.

API integrations with the following job aggregation systems;



## AN EXAMPLE OF WHAT TO SEND YOUR 3<sup>RD</sup> PARTY:



API URL:

<http://service.ex-militarycareers.com/remotepost.asmx>



API key:

#exampleAPIKey



Client Key:

#exampleClientAPIKey

- Once you have supplied the 3<sup>rd</sup> party with the information above, they will schedule your integration and liaise directly.
- Once the integration is completed you will be able to post jobs directly to your site via our API.

## 03 XML PARSING

Our XML parsing service can import your jobs direct from an XML feed and into [ex-militarycareers.com](http://ex-militarycareers.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. (XML is preferred)

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 ex-militarycareers.com 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 ex-militarycareers.com 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.

