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| **Job Import Instructions**   * Import multiple jobs at one time |  |

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| **Job Import Features**  The Job Import Option makes it easy for customers to import multiple jobs at one time using an Indeed formatted XML file.  How it Works:   * Customer creates an Indeed formatted XML file of their jobs - IT departments at larger employers may already this process or have internal HR systems that can do this. * Customer uploads their Indeed formatted XML file of their jobs  by selecting the file from their computer * Customer will then be prompted to review, update and accept the categories assigned to the imported jobs * Imported jobs are automatically run providing the number of jobs does not exceed the limits of a subscription or other pricing plan that has been purchased by the customer * If the number of jobs in the file is greater than a customers subscription plan …then postings will be placed in a draft status.  Jobs will be imported in draft status if the customer imports more jobs than allowed by their subscription or other pricing plan. * During the import process, old job postings that are no longer seen in the import can automatically be deleted (this is optional). |