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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).
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