

## Monster FTP Job Inventory Charges

The purpose of this document is to explain terminology and data structure that impacts the costs of job postings with the Monster Hiring website.

### Terminology and Data Structure

The term **Job** refers to the Monster Hiring site job folder. A job folder is where you store and organize all the postings, resumes, requisitions and other documents associated with filling a particular position at your company.

- You can assign multiple locations, categories and boards to a single **Job** to create 'multiple' job postings using the posting fields described in the FTP documentation.

The term **Job Posting** refers to each unique combination of the category, location and board fields used to advertise your job on Monster.

- The posting level fields all end with underscore X ("\_X").
  - Example: JOB\_CATEGORY\_X:
- If only one job posting is being created for a job, the "\_X" part of the field name must be dropped and the name will remain the same. Failure to drop the \_X will result in a feed failure unless all posting level fields have \_X included.
  - Example: JOB\_CATEGORY:
- If you wish to have multiple job postings for a job, each additional posting field is followed by the "\_X:"
  - Example: JOB\_CATEGORY\_1, JOB\_CATEGORY\_2, etc.

**Note that the "X" is replaced by a unique numeric value for each posting.**

### Example of a Single Job Used for Two Job Postings

This example shows one Job Ad posted under two different categories. In this case, you will be charged for TWO Job Postings for the one job.

Scenario for Example: You need to hire an Accountant in Boston. You select one location: US-MA-BOSTON. You select two categories to search on and post: ACCOUNTING/AUDITING – ID=1 (X=1) and BANKING – ID=576 (X=2). This gives you **two job postings** for a single job. As part of the header fields, the ftp job will contain the following "posting" fields:

JOB POSTING 1	JOB POSTING 2
JOB_LOCATION_CITY_1:BOSTON JOB_LOCATION_STATE_1:MA JOB_LOCATION_COUNTRY_1:US JOB_CATEGORY_1:1 JOB_BOARD_1:1	JOB_LOCATION_CITY_2:BOSTON JOB_LOCATION_STATE_2:MA JOB_LOCATION_COUNTRY_2:US JOB_CATEGORY_2:576 JOB_BOARD_2:1

### Job Posting Decrement Matrix

The table identifies when a job posting is decremented from a job package.

Job with <u>New JOB_REF_CODE</u>	Job with <u>Existing JOB_REF_CODE</u>
For each posting within the job, a job package decrement is incurred on the job package associated with the specified board.	For each new posting within the job, a job package decrement is incurred on the job package associated with the specified board
	For any posting whose <b>Location</b> (outside of country currently posted to) or <b>Board</b> (JOB_BOARD_X) information has changed, a job package decrement is incurred on the job package associated with the specified board  A location is defined as: <ul style="list-style-type: none"><li>JOB_LOCATION_CITY_X</li><li>JOB_LOCATION_STATE_X</li></ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• JOB_LOCATION_COUNTRY_X</li><li>• JOB_LOCATION_ZIP_X</li><li>• JOB_LOCATION_X</li></ul> |
|--|--|

**Note:** You may **modify** fields in your ftp file that do not contain the “\_X” without being decremented a job. The exceptions are:

- No decrement will occur if you *modify* the JOB\_CATEGORY\_X field
- A decrement will occur if you modify the JOB\_REF\_CODE field.

#### **Changes Associated with Boards**

Customers changing the Job Board will incur charges as usual for new jobs.

**Note:** JOB\_BOARD\_X defaults to 1 and posts to the Monster job board.

#### **Expiration and Renewal of a Job**

Job postings expire automatically after the duration of the purchased/utilized job inventory from when it was first posted. The job posting also expires any time the job is not included in the regularly transmitted FTP File.

If a Job is submitted after its expiration, a new job ad will be created and all postings within the job will be decremented.