



GRADLEADERS

Career Service Office Data Import Guide

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TABLE OF CONTENTS

Overview	1
Timelines.....	1
Data Import File Categories.....	1
File Structure	1
Tier Delimitation	1
Importing Data with Multiple Answers	2
Updating Existing Data	2
Candidates File Format.....	3
Resumes File Format.....	4
Companies File Format.....	5
Recruiters File Format	6
Jobs File Format	7
Visits File Format.....	9
Notes File Format.....	12
Candidate Follow-up Survey File Format	15
Candidate Photo Format	16
Appendix A – Valid Field Values.....	17
Class Year List	17
Program List.....	17
State List	17
Country List.....	18
Region List	20
Industry List	22
Job Function List.....	25
Job Location List.....	27
Job Type List.....	29
Job Audience List	29
Job Posting Status List.....	30
Company Status List	30
Recruiter Status List.....	30
Recruiter Contact Type List.....	30

Job Offer Source List.....	30
Job Offer Status	30
Job Offer Function List.....	31
Job Offer Industry List.....	31
Job Offer Region List.....	31
Reporting Status List.....	32
Appendix B – Excel Example File.....	33
Revision History	33

Overview

This document provides comprehensive specifications for GradLeaders data import formats. GradLeaders Career Center accepts data import files in the Microsoft Excel .xls file format. This document is aimed at assisting Career Service Office Administrators and staff to prepare their import files to upload their data in a smooth and efficient manner.

Timelines

All data import files will need to be submitted to GradLeaders no later than 10 business days from the date that the data needs to be in the school's production database. All import files will need to be submitted using the GradLeaders Support Process. GradLeaders will import into Beta the file within 5 business days. Once the CSO has approved the upload in Beta, GradLeaders will then upload into Production within 5 business days.

Data Import File Categories

There are eight categories of data that can be imported into the GradLeaders application. These are separated into distinct files, which can be processed independently. They are:

- Candidates
- Resumes
- Companies
- Recruiters
- Jobs
- Visits
- Notes
- Employment Reporting Data
- Candidate Photos

File Structure

Each file must consist of a column header row with and an unlimited number of detail rows. The labels/names of the column fields cannot be changed and must be the only data on the first row. Custom fields can be added as additional columns to the end of the header row. Do not change, move, or rename existing columns.

Candidate photos can either be imported into GradLeaders Career Center by submitted either a list of publicly available URL for each candidate's image, or an image file for each candidate to be uploaded into GradLeaders Career Center.

If you have all of the photo files stored on a publicly available server on campus, you do not need to send us the physical image files.

If you want to send us the actual image files, you can do that. Each candidate image must be submitted as a separate file. When uploading photos, the optimal photo would be a square (example 200 x 200, 300 x 300, etc.) The system will reduce the file to the correct size for displaying in admin.

Tier Delimitation

Certain fields may contain "tiered" values. These values are delimited by a "greater than" character: >

For example, Job Function could be defined as: Accounting > Tax

This creates or maps to a tiered structure within GradLeaders Career Center. There is no limit the number of tiers. However, it is recommended that there be a maximum of three.

Importing Data with Multiple Answers

When importing data, each answer must be within a separate cell in the import file. Each additional answer must be added with a hash [#] symbol followed by a number at the end of the column header.

When the file is imported into GradLeaders Career Center, it is mapped using the same question for all answers which will import all answers. All answers must match answers in GradLeaders Career Center used by the school.

For example: If a job posting has more than 3 job locations, each additional location must be added as a Job Location #1, Job Location # 2, etc. at the end of the columns.

Updating Existing Data

The GradLeaders Career Center Data Import is capable of updating information pertaining to candidates, companies, and recruiters. GradLeaders Career Center has 4 different update modes that are available. They are:

- Skip Existing Records
- Replace All Data For Existing Records
- Update All Data From Import File in Existing Records
- Update Only Custom Field Data From Import File In Existing Records

For additional information, or assistance, with these update options, please contact your GradLeaders Account Manager. They will be able to guide you through the GradLeaders Career Center Data Import process.

Candidates File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_candidates.xls

Example: *GLCCU_20071231_candidates.xls*

Column Name	Required	Data Type/Values	Description
First Name	Yes	String	Candidate first name
Middle Name	No	String	Candidate middle name
Last Name	Yes	String	Candidate last name
Gender	No	String, "M" or "F"	Candidate gender
Username	Yes	String	Candidate username used for login; this can be the same as email address if desired
Password	No	String	Clear-text password used for candidate login
Email Address	Yes	String	Candidate email address, must be unique/not already in use
Class Year	No	String, See Appendix A	Candidate class year*
Program	No	String, See Appendix A	Candidate program*
Graduation Year	No	Numeric	Candidate graduation year
Home Country	No	String	Candidate home country
Address 1	No	String	Candidate address line 1
Address 2	No	String	Candidate address line 2
Address 3	No	String	Candidate address line 3
City	No	String	Candidate city
State	No	String, See Appendix A	Candidate state
Postal Code	No	String	Candidate postal code
Country	No	String, See Appendix A	Candidate country
Phone	No	String	Candidate phone number
Mobile Phone	No	String	Candidate mobile/cell phone number
Profile Created Date	No	Date	Candidate profile created date (leave blank for current date)
Profile Updated Date	No	Date	Candidate profile updated date (leave blank for current date)
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields. See Appendix C for example.

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

Resumes File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_resumes.xls

Example: *GLCCU_20071231_resumes.xls*

Column Name	Required	Data Type/Values	Description
Candidate Email Address	Yes	String	Candidate email address; must already exist
Description	Yes	String	A short description of the resume
Filename*	Yes	String	This is the filename of the associated resume document. Example: "Doe, John.pdf". Resumes may be in almost any document medium except HTML.
Is Default	Yes	Boolean, "True" or "False"	Indicates whether or not this resume is the default resume. This should be set to "True" unless a separate, default resume has already been loaded for the candidate.

* See formula on tab 2 of the Resume Import File for the formula.

Companies File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_companies.xls

Example: *GLCCU_20071231_companies.xls*

Column Name	Required	Data Type/Values	Description
Company Name	Yes	String	Unique company name
Parent Company Name	No	String	Parent company name; must already exist or be positioned in a row prior to this one
Description	No	String	Company description
Website URL	No	String	Company website
Industry	Yes	String, See Appendix A	Company industry preference*
Region	No	String	Company region*
Account Manager Email	No	String	School admin user's email address that manages this company account; admin user must exist prior to import
Address 1	No	String	Company address line 1
Address 2	No	String	Company address line 2
Address 3	No	String	Company address line 3
City	No	String	Company city
State	No	String, See Appendix A	Company state*
Postal Code	No	String	Company postal code
Country	No	String, See Appendix A	Company country*
Search Firm	Yes	String, "Yes" or "No"	Company is a search firm*
Status	Yes	String, See Appendix A	Company status*
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields.

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

Recruiters File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_recruiters.xls

Example: *GLCCU_20071231_recruiters.xls*

Column Name	Required	Data Type/Values	Description
Company Name	Yes	String	Recruiter's company name; must exist
First Name	Yes	String	Recruiter first name
Last Name	Yes	String	Recruiter last name
Email Address	Yes	String	Unique recruiter email address
Job Title	No	String	Recruiter job title
Salutation	No	String	Recruiter salutation*
Department	No	String	Recruiter department
Address 1	No	String	Recruiter address line 1
Address 2	No	String	Recruiter address line 2
Address 3	No	String	Recruiter address line 3
City	No	String	Recruiter city
State	No	String, See Appendix A	Recruiter state*
Postal Code	No	String	Recruiter postal code
Country	No	String, See Appendix A	Recruiter country*
Phone	No	String	Recruiter phone number
Mobile Phone	No	String	Recruiter mobile/cell phone number
Share Info With Students	No	String, "Yes" or "No"	Share recruiter information with students
School Alumnus	No	String, "Yes" or "No"	Recruiter is a school alumnus
Status	Yes	String, See Appendix A	Recruiter status*
Contact Type	Yes	String, See Appendix A	Recruiter contact type*
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields.

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

Jobs File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_jobs.xls

Example: *GLCCU_20071231_jobs.xls*

Column Name	Required	Data Type/Values	Description
Recruiter Email Address	Yes	String	Recruiter's email address to associate this job posting; must exist
Job Title	Yes	String	Job title
Job Number	No	Numeric	Job number
Organization Name	Yes	String	Job organization name
Organization Description	No	String	The description of the job organization
Posting Organization Name	No	String	Posting/Search Firm organization name
Job Type	Yes	String, See Appendix A	Job type*
Job Audience	Yes	String, See Appendix A	Job audience*
Job Description	Yes	String	Job description
Job Posting Date	Yes	Date	Job posting date
Apply Method	Yes	String, "Email" or "Website"	Apply method
Apply Email	No	String	Apply email
Apply URL	No	String	Apply URL
Application Instructions	No	String	Additional application instructions
Apply Deadline	Yes	Date	Apply deadline/expiration date
Qualifications	No	String	Qualifications
Work Authorization	No	String	Work authorization country*
Industry	No	String	Industry*, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 1	No	String	Job function* 1, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 2	No	String	Job function* 2, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 3	No	String	Job function* 3, Separate "tiers" with ">"; example: Accounting > Tax
Job Location 1	No	String	Job location/region* 1, Separate "tiers" with ">"; example: Mid-West > Ohio
Job Location 2	No	String	Job location/region* 2, Separate "tiers" with ">"; example:

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

			Mid-West > Ohio
Job Location 3	No	String	Job location/region* 3, Separate "tiers" with ">"; example: Mid-West > Ohio
Job City	No	String	Job city
Job Contact Name	No	String	Job contact name
Job Contact Phone	No	String	Job contact phone number
Job Contact Email	No	String	Job contact email address
Job Posting Status	Yes	String, "Approved" or "Declined"	Job posting status*
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields. See Appendix G for example.

Visits File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_visits.xls

Example: *GLCCU_20071231_visits.xls*

Column Name	Required	Data Type/Values	Description
Recruiter Email Address	Yes	String	Recruiter's email address to associate this job posting; must exist
Job Title	Yes	String	Job title
Job Number	No	Numeric	Job number
Organization Name	Yes	String	Job organization name
Organization Description	No	String	The description of the job organization
Posting Organization Name	No	String	Posting/Search Firm organization name
Class Year	Yes	String, See Appendix A	Class Year*
Job Description	Yes	String	Job description
Job Posting Date	Yes	Date	Job posting date
Apply Method	Yes	String, "Email" or "Website"	Apply method*
Apply Email	No	String	Apply email
Apply URL	No	String	Apply URL
Application Instructions	No	String	Additional application instructions
Apply Deadline	Yes	Date	Apply deadline/expiration date
Qualifications	No	String	Qualifications
Work Authorization	No	String	Work authorization country
Industry	No	String	Industry*, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 1	No	String	Job function* 1, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 2	No	String	Job function* 2, Separate "tiers" with ">"; example: Accounting > Tax
Job Function 3	No	String	Job function* 3, Separate "tiers" with ">"; example: Accounting > Tax
Job Location 1	No	String	Job location/region* 1, Separate "tiers" with ">"; example: Mid-West > Ohio
Job Location 2	No	String	Job location/region* 2, Separate "tiers" with ">"; example: Mid-West > Ohio
Job Location 3	No	String	Job location/region* 3, Separate "tiers" with ">"; example:

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

			Mid-West > Ohio
Job City	No	String	Job city
Job Contact Name	No	String	Job contact name
Job Contact Phone	No	String	Job contact phone number
Job Contact Email	No	String	Job contact email address
Job Posting Status	Yes	String, "Approved"	Job posting status – hard-code
Visit Date	Yes	Date	Visit date
Job Description Due Date	No	Date	Visit Job Description Due date
Resume Drop Start Date	No	Date	Visit Resume Drop Start date
Resume Drop End Date	No	Date	Visit Resume Drop End date
Resumes Available To Employer Date	No	Date	Visit Resumes Available To Employer date
Invite List Due Date	No	Date	Visit Invite List Due date
Bid Start Date	No	Date	Visit Bid Start date
Bid End Date	No	Date	Visit Bid End date
Invite Accept Start Date	No	Date	Visit Invite Accept Start date
Invite Accept End Date	No	Date	Visit Invite Accept End date
Free Signup Date	No	Date	Visit Free Signup date
FCFS Start Date	No	Date	Visit FCFS Start date
Final Student Deadline Date	No	Date	Visit Final Student Deadline date
Schedule Available to Employer Date	No	Date	Visit Schedule Available to Employer date
Schedule Type	Yes	String, "Fixed" or "Mixed"	Visit Scheduling Type*
Open Slots	Yes	Numeric	Visit number of open slots
Closed Slots	Yes	Numeric	Visit number of closed slots
GradLeaders Career Center Round Template Name	No	String	Visit round template name, must exist in GradLeaders Career Center prior to loading
GradLeaders Career Center Schedule Template Name	Conditional	String	Visit schedule template name, must exist in GradLeaders Career Center prior to loading. Required if "Number of Schedules" > 0
Number of Schedules	Yes	Numeric	Visit number of schedules, this can be set to zero when no schedules available
Number of Rooms	Yes	Numeric	Visit number of rooms, this can be set to zero when no schedules available
Is Back to Back	Yes	Boolean, "True" or "False"	Visit is back-to-back
Is Cover Letter Required	Yes	Boolean, "True" or "False"	Visit is cover letter required

* The answers/ data in your file must match the corresponding list in GradLeaders Career Center.

Example: GradLeaders Career Center has states listed with 2 letters (MA), thus your answer should be 2 letters (MA), not Massachusetts.

Example: Industry in GradLeaders Career Center is Consulting > Strategy. If your data has Strategic Consulting, you must change your answers to match Consulting > Strategy

		"False"	
Is US Work Authorization Required	Yes	Boolean, "True" or "False"	Visit is US work authorization required
Is Visible to Students And Employers	Yes	Boolean, "True" or "False"	Visit is visible to students and employers
Is Finalized	Yes	Boolean, "True" or "False"	Visit is finalized
Resume Drop Via System	Yes	Boolean, "True" or "False"	Visit resume drop via system
Resume Drop Via Email	Yes	Boolean, "True" or "False"	Visit resume drop via email
Resume Drop Via Website	Yes	Boolean, "True" or "False"	Visit resume drop via website
Is Scheduled	Yes	Boolean, "True" or "False"	Visit is scheduled
Allow Crossover	Yes	Boolean, "True" or "False"	Visit allow crossover
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields.

Notes File Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_[entityType]_notes.xls

NOTE: When importing notes with custom fields/survey responses, the notes must be imported on the PID in which the survey resides or the responses will not be correct. For example, Company and Recruiter notes need to be imported on the Job Board PID because this is where the survey resides. Candidate notes must be imported on the correct Resume Book PID because this is where the Notes survey resides.

Notes should only be imported for one PID at a time if custom fields are used.

SPECIAL NOTE: Each file can only include a single entity type. Multiple files must be created if loading more than one type. Example, one file containing only company notes, and one file containing only candidate notes.

Example: *GLCCU_20071231_ notes.xls*

Column Name	Required	Data Type/Values	Description
Entity Type	Yes	String, "Company" or "Recruiter" or "Candidate"	Indicates the type of entity for which this note is associated.
Entity Identifier	Yes	String	The value placed in the field is dependent on the "Entity Type". The entity must already exist in GradLeaders Career Center. For Company it must be the exact company name. For Recruiter and Candidate, it must be the email address.
Visible To Student	Yes	Boolean, "True" or "False"	Indicates whether the note is visible to students. Only applicable to "Company" or "Recruiter" notes.
Is Private	Yes	Boolean, "True" or "False"	Indicates if a note is private. If private, only the "created by" person will see the note.
Created By	Yes	String	This is the email address of the GradLeaders Career Center user that created the note. This user must already exist. It may be any admin or employer (registered) user.
Created Date	Yes	Date	The date stamp indicating when the note was created.
Note Text	Yes	String	The text for the note.
Note Type	No	String	The description of the note type

File Name Format: [schoolAbbrev]_[fileDate(yyyymmdd)]_joboffers.xls

NOTE - There can be more than one row per candidate. If a candidate has multiple offers, than each offer should be listed in a new row in the import file.

Example: GLCCU_20121102_joboffers.xls

Column Name	Required	Data Type/Values	Description
Email Address	Yes	String	Identifier. Candidate email address as it exists in GradLeaders Career Center. If matching candidate is not found, row will not be imported.
First Name	No	String	Candidate first name – for reference only
Last Name	No	String	Candidate last name – for reference only
Reporting Year	Yes	String	Identifier. Any reporting year that is being imported needs to be setup in GradLeaders Career Center. This column should contain the Reporting_Year_ID. You can get this ID from your account manager.
Reporting Status	Yes	String	This is the reporting status text for the Candidate as indicated for the Reporting Year in the preceding column. This text should match the GradLeaders Career Center answer list for the Job Reporting Status question. This is stored against the Candidate Profile for the indicated reporting year.
Offer Type	Yes	String	Must be "Full Time" or "Internship".
Offer Status	Yes	String	This is the job offer status text for the offer. This text should match the GradLeaders Career Center answer list for the Job Offer Status question.
Offer Company Name	No	String	This text will be compared to the GradLeaders Career Center Company table. If a match is found the Company_ID will be stored with the offer; if no match is found the text in this column will be stored directly in the Job Offer OrgName.
Offer Job Title	No	String	Job Offer – Job title
Offer Date	Yes	Date	Job Offer date received

Offer Decision Date	No	Date	Required for Accepted / Declined Offers
Base Salary	Yes	Numeric	Should be Annual amount for FT offers; Monthly amount for Internships
Custom Fields	No	Any	<p>The end of the file can have an unlimited number of custom-defined fields. These must be questions that are on the job offer surveys.</p> <p>Note: Bonus compensation amounts can be imported as custom fields. Examples: Signing bonus, Performance bonus, etc.</p> <p>In the import interface, if a user maps a custom field column to the code attribute question for bonus compensation, the mapping interface will give an extra drop list of the bonus answer values, and the user will select the appropriate answer for the column in question. These get stored to the job offer compensation details table differently than normal survey questions.</p>

Candidate Follow-up Survey File Format

File Name Format: [schoolAbbrev]_[fileDate(yyyymmdd)]_followups.xls

Example: GLCCU_20121102_followups.xls

Column Name	Required	Data Type/Values	Description
Email Address	Yes	String	Identifier. Candidate email address as it exists in GradLeaders Career Center. If matching candidate is not found, row will not be imported.
First Name	No	String	Candidate first name – for reference only
Last Name	No	String	Candidate last name – for reference only
Reporting Year	Yes	String	Identifier. Any reporting year that is being imported needs to be setup in GradLeaders Career Center. This column should contain the Reporting_Year_ID. You can obtain this number from your account manager
Reporting Status	Yes	String	This is the reporting status text for the Candidate as indicated for the Reporting Year in the preceding column. This text should match the GradLeaders Career Center answer list for the Job Reporting Status question. This is stored against the Candidate Profile for the indicated reporting year.
Custom Fields	No	Any	The end of the file can have an unlimited number of custom-defined fields. These must be questions that are on the reporting year follow-up surveys.

Candidate Photo Format

Filename format: [schoolAbbrev]_[fileDate(yyyymmdd)]_photos.xls

Example: *GLCCU_20071231_photos.xls*

Column Name	Required	Data Type/Values	Description
Candidate Email Address	Yes	String	Candidate email address; must already exist
Photo File Name	No	String	This is the filename of the associated photo document. Example: "Doe, John.jpg". When uploading photos, the optimal photo would be a square (example 200 x 200, 300 x 300, etc.) The system will reduce the file to the correct size for displaying in admin.
Photo URL	No	String	This is the URL where the candidate's photo resides on the school servers. This must be a publicly available URL

Appendix A – Valid Field Values

The valid field values listed below comprises the standardized GradLeaders Career Center values. Through configuration/setup, these values may be customized. Any deviation from the lists below must be communicated/coordinated through your GradLeaders account manager.

Class Year List

Experienced MBAs

Graduating MBAs

MBA Interns

Other

Program List

Executive MBA

Other

Full-time MBA

Part-time MBA

State List

State Name	Abbreviation	State Name	Abbreviation	State Name	Abbreviation
Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	Washington, D.C.	DC
Iowa	IA	New York	NY	West Virginia	WV
Kansas	KS	North Carolina	NC	Wisconsin	WI
Kentucky	KY	North Dakota	ND	Wyoming	WY

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Country List

Afghanistan	Akrotiri	Albania	Algeria
American Samoa	Andorra	Angola	Anguilla
Antarctica	Antigua and Barbuda	Arctic Ocean	Argentina
Armenia	Aruba	Ashmore and Cartier Islands	Atlantic Ocean
Australia	Austria	Azerbaijan	Bahamas
Bahrain	Baker Island	Bangladesh	Barbados
Belarus	Belgium	Belize	Benin
Bermuda	Bhutan	Bolivia	Bosnia and Herzegovina
Botswana	Bouvet Island	Brazil	British Indian Ocean Territory
British Virgin Islands	Brunei	Bulgaria	Burkina Faso
Burma	Burundi	Cambodia	Cameroon
Canada	Cape Verde	Cayman Islands	Central African Republic
Chad	Chile	China	Christmas Island
Clipperton Island	Cocos (Keeling) Islands	Colombia	Comoros
Congo - Democratic Republic of the	Congo - Republic of the	Cook Islands	Coral Sea Islands
Costa Rica	Cote d'Ivoire	Croatia	Cuba
Cyprus	Czech Republic	Denmark	Dhekelia
Djibouti	Dominica	Dominican Republic	Ecuador
Egypt	El Salvador	Equatorial Guinea	Eritrea
Estonia	Ethiopia	Europa Island	European Union
Falkland Islands (Islas Malvinas)	Faroe Islands	Fiji	Finland
France	French Polynesia	French Southern and Antarctic Lands	Gabon
Gambia	Gaza Strip	Georgia	Germany
Ghana	Gibraltar	Greece	Greenland
Grenada	Guam	Guatemala	Guernsey
Guinea	Guinea-Bissau	Guyana	Haiti
Heard Island and McDonald Islands	Holy See (Vatican City)	Honduras	Hong Kong
Howland Island	Hungary	Iceland	India
Indian Ocean	Indonesia	Iran	Iraq
Ireland	Isle of Man	Israel	Italy
Jamaica	Jan Mayen	Japan	Jarvis Island
Jersey	Johnston Atoll	Jordan	Kazakhstan
Kenya	Kingman Reef	Kiribati	Korea - North
Korea - South	Kuwait	Kyrgyzstan	Laos
Latvia	Lebanon	Lesotho	Liberia
Libya	Liechtenstein	Lithuania	Luxembourg
Macau	Macedonia	Madagascar	Malawi

Malaysia	Maldives	Mali	Malta
Marshall Islands	Mauritania	Mauritius	Mayotte
Mexico	Micronesia - Federated States of	Midway Islands	Moldova
Monaco	Mongolia	Montenegro	Montserrat
Morocco	Mozambique	Namibia	Nauru
Navassa Island	Nepal	Netherlands	Netherlands Antilles
New Caledonia	New Zealand	Nicaragua	Niger
Nigeria	Niue	Norfolk Island	Northern Mariana Islands
Norway	Oman	Pacific Ocean	Pakistan
Palau	Palmyra Atoll	Panama	Papua New Guinea
Paracel Islands	Paraguay	Peru	Philippines
Pitcairn Islands	Poland	Portugal	Puerto Rico
Qatar	Romania	Russia	Rwanda
Saint Helena	Saint Kitts and Nevis	Saint Lucia	Saint Pierre and Miquelon
Saint Vincent and the Grenadines	Samoa	San Marino	Sao Tome and Principe
Saudi Arabia	Senegal	Serbia and Montenegro	Seychelles
Sierra Leone	Singapore	Slovakia	Slovenia
Solomon Islands	Somalia	South Africa	South Georgia and the South Sandwich Islands
Southern Ocean	Spain	Spratly Islands	Sri Lanka
Sudan	Suriname	Svalbard	Swaziland
Sweden	Switzerland	Syria	Taiwan
Tajikistan	Tanzania	Thailand	Timor-Leste
Togo	Tokelau	Tonga	Trinidad and Tobago
Tunisia	Turkey	Turkmenistan	Turks and Caicos Islands
Tuvalu	Uganda	Ukraine	United Arab Emirates
United Kingdom	United States	Uruguay	Uzbekistan
Vanuatu	Venezuela	Vietnam	Virgin Islands
Wake Island	Wallis and Futuna	West Bank	Western Sahara
Yemen	Zambia	Zimbabwe	

Region List

Africa	Africa > Algeria	Africa > Angola	Africa > Cameroon
Africa > Cote D'ivoire	Africa > Ethiopia	Africa > Ghana	Africa > Kenya
Africa > Libya	Africa > Morocco	Africa > Nigeria	Africa > Other
Africa > South Africa	Africa > Sudan	Africa > Tunisia	Asia
Asia > Azerbaijan	Asia > Bangladesh	Asia > China	Asia > China - Beijing Metro
Asia > China - Shanghai Metro	Asia > Hong Kong	Asia > India	Asia > Indonesia
Asia > Japan	Asia > Japan - Tokyo Metro	Asia > Kazakhstan	Asia > Macau
Asia > Malaysia	Asia > Myanmar (Burma)	Asia > Nepal	Asia > Other
Asia > Pakistan	Asia > Philippines	Asia > Singapore	Asia > South Korea
Asia > Sri Lanka	Asia > Taiwan	Asia > Thailand	Asia > Turkmenistan
Asia > Ukraine	Asia > Uzbekistan	Asia > Vietnam	Europe
Europe > Albania	Europe > Austria	Europe > Belarus	Europe > Belgium
Europe > Bosnia And Herzegovina	Europe > Bulgaria	Europe > Croatia	Europe > Cyprus
Europe > Czech Republic	Europe > Denmark	Europe > Estonia	Europe > Finland
Europe > France	Europe > France - Paris Metro	Europe > Germany	Europe > Greece
Europe > Hungary	Europe > Iceland	Europe > Ireland	Europe > Italy
Europe > Latvia	Europe > Lithuania	Europe > Luxembourg	Europe > Macedonia
Europe > Moldova	Europe > Montenegro	Europe > Netherlands	Europe > Norway
Europe > Other	Europe > Poland	Europe > Portugal	Europe > Romania
Europe > Russia	Europe > Serbia	Europe > Slovakia	Europe > Slovenia
Europe > Spain	Europe > Sweden	Europe > Switzerland	Europe > Turkey
Europe > Ukraine	Europe > United Kingdom	Europe > United Kingdom - London Metro	Latin America & The Caribbean
Latin America & The Caribbean > Argentina	Latin America & The Caribbean > Bolivia	Latin America & The Caribbean > Brazil	Latin America & The Caribbean > British Virgin Islands
Latin America & The Caribbean > Cayman Islands	Latin America & The Caribbean > Chile	Latin America & The Caribbean > Colombia	Latin America & The Caribbean > Costa Rica
Latin America & The Caribbean > Cuba	Latin America & The Caribbean > Dominican Republic	Latin America & The Caribbean > Ecuador	Latin America & The Caribbean > El Salvador
Latin America & The Caribbean > Guatemala	Latin America & The Caribbean > Nicaragua	Latin America & The Caribbean > Other	Latin America & The Caribbean > Panama
Latin America & The Caribbean > Paraguay	Latin America & The Caribbean > Peru	Latin America & The Caribbean > Trinidad & Tobago	Latin America & The Caribbean > Uruguay
Latin America & The Caribbean > Venezuela	Middle East	Middle East > Afghanistan	Middle East > Bahrain
Middle East > Egypt	Middle East > Iran	Middle East > Iraq	Middle East > Israel

Middle East > Jordan	Middle East > Kuwait	Middle East > Lebanon	Middle East > Oman
Middle East > Other	Middle East > Palestine	Middle East > Qatar	Middle East > Saudi Arabia
Middle East > Syria	Middle East > United Arab Emirates	Middle East > Yemen	North America
North America > North America (Non-Us States)	North America > North America (Non-Us States) > Canada	North America > North America (Non-Us States) > Canada > Alberta	North America > North America (Non-Us States) > Canada > British Columbia
North America > North America (Non-Us States) > Canada > Manitoba	North America > North America (Non-Us States) > Canada > Maritimes	North America > North America (Non-Us States) > Canada > New Brunswick	North America > North America (Non-Us States) > Canada > Newfoundland And Labrador
North America > North America (Non-Us States) > Canada > Northwest Territories	North America > North America (Non-Us States) > Canada > Nova Scotia	North America > North America (Non-Us States) > Canada > Nunavut	North America > North America (Non-Us States) > Canada > Ontario
North America > North America (Non-Us States) > Canada > Prince Edward Island	North America > North America (Non-Us States) > Canada > Quebec	North America > North America (Non-Us States) > Canada > Saskatchewan	North America > North America (Non-Us States) > Canada > Yukon Territories
North America > North America (Non-Us States) > Mexico	North America > North America (Non-Us States) > Other	North America > USA	North America > USA > USA - Midatlantic
North America > USA > USA - Midatlantic > Delaware	North America > USA > USA - Midatlantic > Maryland	North America > USA > USA - Midatlantic > Pennsylvania - Other	North America > USA > USA - Midatlantic > Pennsylvania - Philadelphia Metro
North America > USA > USA - Midatlantic > Virginia	North America > USA > USA - Midatlantic > Washington Dc Metro	North America > USA > USA - Midatlantic > West Virginia	North America > USA > USA - Midwest
North America > USA > USA - Midwest > Illinois - Chicago Metro	North America > USA > USA - Midwest > Illinois - Other	North America > USA > USA - Midwest > Indiana	North America > USA > USA - Midwest > Iowa
North America > USA > USA - Midwest > Kansas	North America > USA > USA - Midwest > Michigan - Detroit Area	North America > USA > USA - Midwest > Michigan - Other	North America > USA > USA - Midwest > Minnesota - Minneapolis Metro
North America > USA > USA - Midwest > Minnesota - Other	North America > USA > USA - Midwest > Missouri	North America > USA > USA - Midwest > Nebraska	North America > USA > USA - Midwest > North Dakota
North America > USA > USA - Midwest > Ohio	North America > USA > USA - Midwest > South Dakota	North America > USA > USA - Midwest > Wisconsin	North America > USA > USA - Northeast
North America > USA > USA - Northeast > Connecticut	North America > USA > USA - Northeast > Maine	North America > USA > USA - Northeast > Massachusetts - Boston Metro	North America > USA > USA - Northeast > Massachusetts - Other
North America > USA > USA - Northeast > New Hampshire	North America > USA > USA - Northeast > New Jersey	North America > USA > USA - Northeast > New York - Nyc Metro	North America > USA > USA - Northeast > New York - Other

North America > USA > USA - Northeast > Rhode Island	North America > USA > USA - Northeast > Vermont	North America > USA > USA - Possessions & Territories	North America > USA > USA - Possessions & Territories > American Samoa
North America > USA > USA - Possessions & Territories > Guam	North America > USA > USA - Possessions & Territories > Palau	North America > USA > USA - Possessions & Territories > Puerto Rico	North America > USA > USA - Possessions & Territories > Virgin Islands
North America > USA > USA - South	North America > USA > USA - South > Alabama	North America > USA > USA - South > Arkansas	North America > USA > USA - South > Florida - Miami Metro
North America > USA > USA - South > Florida - Other	North America > USA > USA - South > Georgia - Atlanta Metro	North America > USA > USA - South > Georgia - Other	North America > USA > USA - South > Kentucky
North America > USA > USA - South > Louisiana	North America > USA > USA - South > Mississippi	North America > USA > USA - South > North Carolina	North America > USA > USA - South > South Carolina
North America > USA > USA - South > Tennessee	North America > USA > USA - Southwest	North America > USA > USA - Southwest > Arizona - Other	North America > USA > USA - Southwest > Arizona - Phoenix Metro
North America > USA > USA - Southwest > Colorado	North America > USA > USA - Southwest > New Mexico	North America > USA > USA - Southwest > Oklahoma	North America > USA > USA - Southwest > Texas - Dallas Metro
North America > USA > USA - Southwest > Texas - Houston Metro	North America > USA > USA - Southwest > Texas - Other	North America > USA > USA - West	North America > USA > USA - West > Alaska
North America > USA > USA - West > California - Los Angeles Metro	North America > USA > USA - West > California - Orange County	North America > USA > USA - West > California - Other	North America > USA > USA - West > California - San Diego Metro
North America > USA > USA - West > California - Sf Bay Area	North America > USA > USA - West > Hawaii	North America > USA > USA - West > Idaho	North America > USA > USA - West > Montana
North America > USA > USA - West > Nevada	North America > USA > USA - West > Oregon	North America > USA > USA - West > Utah	North America > USA > USA - West > Washington - Other
North America > USA > USA - West > Washington - Seattle Metro	North America > USA > USA - West > Wyoming	Oceania	Oceania > Australia
Oceania > New Zealand	Oceania > Other		

Industry List

Accounting	Advertising	Advertising > Advertising / Marketing Services	Advertising > Communications / Public Relations
Advertising > General	Aerospace / Aviation / Defense	Agribusiness	Automotive
Construction	Consulting	Consulting > Biotechnology	Consulting > Design

Consulting > Gas and Oil	Consulting > General	Consulting > Healthcare	Consulting > Human Capital
Consulting > Management	Consulting > Marketing	Consulting > Nonprofit	Consulting > Other
Consulting > Strategy	Consulting > Supply Chain	Consulting > Technology	Consumer Products
Consumer Products > Apparel / Textiles	Consumer Products > Beverages / Food	Consumer Products > Electronics	Consumer Products > General
Consumer Products > Household / Personal	Consumer Products > Luxury Goods	Consumer Products > Other	Consumer Products > Tobacco / Alcohol
Economic Development / Microfinance	Education	Energy / Utilities	Energy / Utilities > Alternative Energy
Energy / Utilities > Cleantech	Energy / Utilities > Energy Trading	Energy / Utilities > General	Energy / Utilities > Oil / Gas
Energy / Utilities > Other	Energy / Utilities > Utility Services (Electric/ Water/ etc.)	Engineering Services	Entertainment
Entertainment > General	Entertainment > Leisure / Recreation	Entertainment > New Media	Entertainment > Sports & Sports Management
Environmental Services & Sustainability	Financial	Financial > Commercial Banking	Financial > Diversified Financial Services
Financial > General	Financial > Hedge Funds	Financial > Insurance	Financial > Investment Banking / Brokerage
Financial > Investment Management	Financial > Other	Financial > Private Equity	Financial > Public Finance
Financial > Research & Ratings	Financial > Tax	Financial > Treasury	Financial > Venture Capital
Government	Government > General	Government > Local / State / Federal	Government > Military
Healthcare	Healthcare > Biotechnology	Healthcare > General	Healthcare > Medical Devices
Healthcare > Other	Healthcare > Providers & Services	Hospitality / Tourism	Human Resources / Recruitment
International Trade - Import / Export	Law / Legal Services	Manufacturing	Manufacturing > Chemicals
Manufacturing > General	Manufacturing > Heavy Equipment	Manufacturing > Other	Manufacturing > Packaging
Manufacturing > Plastics / Rubber	Media	Media > General	Media > Publishing (Print / Web)
Media > Radio / TV / Cable / Film	Natural Resources	Natural Resources > Forest & Paper Products	Natural Resources > General
Natural Resources > Metals / Mining	Nonprofits & Social Enterprises	Other	Pharmaceutical
Pharmaceutical > Distribution / Wholesale	Pharmaceutical > General	Pharmaceutical > Manufacturers	Pharmaceutical > Other
Real Estate	Real Estate > Commercial	Real Estate > General	Real Estate > Other
Real Estate > Residential	Real Estate > Services	Retail	Tech
Tech > Equipment / Hardware / Networking	Tech > General	Tech > Internet Services / E-Commerce	Tech > Multimedia Products & Services

Tech > Other

Tech > Software

Telecom

Telecom > General

Telecom > Manufacturing

Telecom > Other

Telecom > Services

Transportation / Logistics

Job Function List

Accounting	Accounting > Advisory	Accounting > Audit	Accounting > General
Accounting > Other	Accounting > Tax	Administration	Business Development
Buyer / Merchandising	Consulting	Consulting > General	Consulting > Internal
Corporate Development	Corporate Social Responsibility	Economic Analysis / Research	Education (Administrator/ Faculty)
Engineering	Engineering > Chemical	Engineering > Electrical	Engineering > General
Engineering > Industrial	Engineering > Mechanical	Engineering > Other	Entrepreneurship
Finance	Finance > Analyst / Research	Finance > Commercial Banking	Finance > Corporate Finance
Finance > General	Finance > Investment Banking	Finance > Investment Management	Finance > Lending / Relationship Mgmt
Finance > Mergers & Acquisitions	Finance > Other	Finance > Private Client Services / Wealth Mgmt	Finance > Private Equity
Finance > Public Finance	Finance > Restructure / Turnaround	Finance > Risk Management	Finance > Sales & Trading
Finance > Treasury	Fundraising / Development	Health Care / Medical Professional	Human Resources
Human Resources > Executive Coaching	Human Resources > General	Human Resources > Generalist	Human Resources > Recruiter / Exec. Search
Journalist / Author / Writer / Editor	Lawyer / Legal Professional	Legislative Aide / Lobbying / Advocate	Management
Management > Customer Relations	Management > General	Management > General Manager	Management > International / Multinational
Management > Operations / Production	Management > Other	Management > Project Mgmt.	Management > Retail Mgmt.
Management > Rotational / Development Program	Management > Supply Chain / Logistics	Manufacturing	Manufacturing > General
Manufacturing > Materials	Manufacturing > Other	Manufacturing > Plant / Facility Mgmt.	Manufacturing > Quality Control
Marketing	Marketing > Advertising	Marketing > Brand / Product Management	Marketing > Communications / Public Relations
Marketing > General	Marketing > Market Research	Marketing > Merchandising / Retail	Marketing > Other
Marketing > Product Development/Innovation	Military	Multimedia Production / Graphic Design	Other
Purchasing	Real Estate	Real Estate > Asset / Property Mgmt	Real Estate > Development / Construction
Real Estate > Finance	Real Estate > General	Real Estate > Other	Research & Development
Sales	Strategic Planning	Tech	Tech > Business Analysis and Design
Tech > Ecommerce / Internet / Web Site Mgmt	Tech > General	Tech > Integration / Implementation	Tech > Systems Management

Tech > Training and
Development

Job Location List

Africa	Africa > Algeria	Africa > Angola	Africa > Cameroon
Africa > Cote D'ivoire	Africa > Ethiopia	Africa > Ghana	Africa > Kenya
Africa > Libya	Africa > Morocco	Africa > Nigeria	Africa > Other
Africa > South Africa	Africa > Sudan	Africa > Tunisia	Asia
Asia > Azerbaijan	Asia > Bangladesh	Asia > China	Asia > China - Beijing Metro
Asia > China - Shanghai Metro	Asia > Hong Kong	Asia > India	Asia > Indonesia
Asia > Japan	Asia > Japan - Tokyo Metro	Asia > Kazakhstan	Asia > Macau
Asia > Malaysia	Asia > Myanmar (Burma)	Asia > Nepal	Asia > Other
Asia > Pakistan	Asia > Philippines	Asia > Singapore	Asia > South Korea
Asia > Sri Lanka	Asia > Taiwan	Asia > Thailand	Asia > Turkmenistan
Asia > Ukraine	Asia > Uzbekistan	Asia > Vietnam	Europe
Europe > Albania	Europe > Austria	Europe > Belarus	Europe > Belgium
Europe > Bosnia And Herzegovina	Europe > Bulgaria	Europe > Croatia	Europe > Cyprus
Europe > Czech Republic	Europe > Denmark	Europe > Estonia	Europe > Finland
Europe > France	Europe > France - Paris Metro	Europe > Germany	Europe > Greece
Europe > Hungary	Europe > Iceland	Europe > Ireland	Europe > Italy
Europe > Kosovo	Europe > Latvia	Europe > Lithuania	Europe > Luxembourg
Europe > Macedonia	Europe > Moldova	Europe > Montenegro	Europe > Netherlands
Europe > Norway	Europe > Other	Europe > Poland	Europe > Portugal
Europe > Romania	Europe > Russia	Europe > Serbia	Europe > Slovakia
Europe > Slovenia	Europe > Spain	Europe > Sweden	Europe > Switzerland
Europe > Turkey	Europe > Ukraine	Europe > United Kingdom	Europe > United Kingdom - London Metro
Latin America & The Caribbean	Latin America & The Caribbean > Argentina	Latin America & The Caribbean > Bolivia	Latin America & The Caribbean > Brazil
Latin America & The Caribbean > British Virgin Islands	Latin America & The Caribbean > Cayman Islands	Latin America & The Caribbean > Chile	Latin America & The Caribbean > Colombia
Latin America & The Caribbean > Costa Rica	Latin America & The Caribbean > Cuba	Latin America & The Caribbean > Dominican Republic	Latin America & The Caribbean > Ecuador
Latin America & The Caribbean > El Salvador	Latin America & The Caribbean > Guatemala	Latin America & The Caribbean > Nicaragua	Latin America & The Caribbean > Other
Latin America & The Caribbean > Panama	Latin America & The Caribbean > Paraguay	Latin America & The Caribbean > Peru	Latin America & The Caribbean > Trinidad & Tobago
Latin America & The Caribbean > Uruguay	Latin America & The Caribbean > Venezuela	Middle East	Middle East > Afghanistan
Middle East > Bahrain	Middle East > Egypt	Middle East > Iran	Middle East > Iraq
Middle East > Israel	Middle East > Jordan	Middle East > Kuwait	Middle East > Lebanon

Middle East > Oman	Middle East > Other	Middle East > Palestine	Middle East > Qatar
Middle East > Saudi Arabia	Middle East > Syria	Middle East > United Arab Emirates (UAE)	Middle East > Yemen
North America	North America > USA	North America > USA > USA - Midatlantic	North America > USA > USA - Midatlantic > Delaware
North America > USA > USA - Midatlantic > Maryland	North America > USA > USA - Midatlantic > Pennsylvania - Other	North America > USA > USA - Midatlantic > Pennsylvania - Philadelphia Metro	North America > USA > USA - Midatlantic > Virginia
North America > USA > USA - Midatlantic > Washington Dc Metro	North America > USA > USA - Midatlantic > West Virginia	North America > USA > USA - Midwest	North America > USA > USA - Midwest > Illinois - Chicago Metro
North America > USA > USA - Midwest > Illinois - Other	North America > USA > USA - Midwest > Indiana	North America > USA > USA - Midwest > Iowa	North America > USA > USA - Midwest > Kansas
North America > USA > USA - Midwest > Michigan - Detroit Area	North America > USA > USA - Midwest > Michigan - Other	North America > USA > USA - Midwest > Minnesota - Minneapolis Metro	North America > USA > USA - Midwest > Minnesota - Other
North America > USA > USA - Midwest > Missouri	North America > USA > USA - Midwest > Nebraska	North America > USA > USA - Midwest > North Dakota	North America > USA > USA - Midwest > Ohio
North America > USA > USA - Midwest > South Dakota	North America > USA > USA - Midwest > Wisconsin	North America > USA > USA - Northeast	North America > USA > USA - Northeast > Connecticut
North America > USA > USA - Northeast > Maine	North America > USA > USA - Northeast > Massachusetts - Boston Metro	North America > USA > USA - Northeast > Massachusetts - Other	North America > USA > USA - Northeast > New Hampshire
North America > USA > USA - Northeast > New Jersey	North America > USA > USA - Northeast > New York - Nyc Metro	North America > USA > USA - Northeast > New York - Other	North America > USA > USA - Northeast > Rhode Island
North America > USA > USA - Northeast > Vermont	North America > USA > USA - Possessions & Territories	North America > USA > USA - Possessions & Territories > American Samoa	North America > USA > USA - Possessions & Territories > Guam
North America > USA > USA - Possessions & Territories > Palau	North America > USA > USA - Possessions & Territories > Puerto Rico	North America > USA > USA - Possessions & Territories > Virgin Islands	North America > USA > USA - South
North America > USA > USA - South > Alabama	North America > USA > USA - South > Arkansas	North America > USA > USA - South > Florida - Miami Metro	North America > USA > USA - South > Florida - Other
North America > USA > USA - South > Georgia - Atlanta Metro	North America > USA > USA - South > Georgia - Other	North America > USA > USA - South > Kentucky	North America > USA > USA - South > Louisiana
North America > USA >	North America > USA >	North America > USA >	North America > USA >

USA - South > Mississippi	USA - South > North Carolina	USA - South > South Carolina	USA - South > Tennessee
North America > USA > USA - Southwest	North America > USA > USA - Southwest > Arizona - Other	North America > USA > USA - Southwest > Arizona - Phoenix Metro	North America > USA > USA - Southwest > Colorado
North America > USA > USA - Southwest > New Mexico	North America > USA > USA - Southwest > Oklahoma	North America > USA > USA - Southwest > Texas - Dallas Metro	North America > USA > USA - Southwest > Texas - Houston Metro
North America > USA > USA - Southwest > Texas - Other	North America > USA > USA - West	North America > USA > USA - West > Alaska	North America > USA > USA - West > California - Los Angeles Metro
North America > USA > USA - West > California - Orange County	North America > USA > USA - West > California - Other	North America > USA > USA - West > California - San Diego Metro	North America > USA > USA - West > California - Sf Bay Area
North America > USA > USA - West > Hawaii	North America > USA > USA - West > Idaho	North America > USA > USA - West > Montana	North America > USA > USA - West > Nevada
North America > USA > USA - West > Oregon	North America > USA > USA - West > Utah	North America > USA > USA - West > Washington - Other	North America > USA > USA - West > Washington - Seattle Metro
North America > USA > USA - West > Wyoming	North America (Non-Us States)	North America (Non-Us States) > Canada	North America (Non-Us States) > Canada > Alberta
North America (Non-Us States) > Canada > British Columbia	North America (Non-Us States) > Canada > Manitoba	North America (Non-Us States) > Canada > Maritimes	North America (Non-Us States) > Canada > New Brunswick
North America (Non-Us States) > Canada > Newfoundland And Labrador	North America (Non-Us States) > Canada > Northwest Territories	North America (Non-Us States) > Canada > Nova Scotia	North America (Non-Us States) > Canada > Nunavut
North America (Non-Us States) > Canada > Ontario	North America (Non-Us States) > Canada > Prince Edward Island	North America (Non-Us States) > Canada > Quebec	North America (Non-Us States) > Canada > Saskatchewan
North America (Non-Us States) > Canada > Yukon Territories	North America (Non-Us States) > Mexico	North America (Non-Us States) > Other	Oceania
Oceania > Australia	Oceania > New Zealand	Oceania > Other	

Job Type List

Full-Time

Part-Time

Project/Contract

Summer Internship

Job Audience List

Executive MBA
MBA Interns

Experienced MBAs
Part-Time MBA

Graduating MBA Students

Job Posting Status List

Approved	Cancelled	Declined
Junk	Modified	Pending

Company Status List

Active	Inactive	Modified	Pending
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Recruiter Status List

Active	Inactive	Modified	Pending
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Recruiter Contact Type List

Hiring Manager	HR / Recruiting Executive / Director	On Campus Coordinator
Other	Primary Contact	Recruiter

Job Offer Source List

Prior Employer	Internship	Closed On Campus
Open On Campus	Off Campus Jobs	Other Offers
School Facilitated	Student Facilitated	School Facilitated Internship
Student Facilitated Internship		

Job Offer Status

Accepted	Pending	Declined
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Job Offer Function List

Consulting	Consulting > IT / Technical	Consulting > Management / Strategy
Consulting > Process Management	Finance / Accounting	Finance / Accounting > Accounting / Audit
Finance / Accounting > Banking / Mortgage	Finance / Accounting > Business Process / Strategy	Finance / Accounting > Corporate Finance
Finance / Accounting > Financial Services	Finance / Accounting > Investment Banking / Venture Capital	Finance / Accounting > Real Estate
Finance / Accounting > Other	General Management	General Management > Health Care Management
Human Resources	Marketing / Sales	Marketing / Sales > Product / Brand Management
Marketing / Sales > Sales / Business Development	MIS	MIS > Management Information Systems
Operations / Logistics	Operations / Logistics > Logistics / Transportation	Operations / Logistics > Manufacturing / Decision Technologies
Operations / Logistics > Supply Chain Management	Real Estate	Other

Job Offer Industry List

Consulting Services	Consulting Services > IT Consulting	Consulting Services > Management Consulting
Consulting Services > Process Consulting	Consumer Products	Financial Services
Financial Services > Accounting / Audit	Financial Services > Commercial Banking	Financial Services > Consumer Finance
Financial Services > Insurance	Financial Services > Investment Banking	Financial Services > Venture Capital
Government	Government > Federal Government	Government > State / Local Government
Manufacturing	Manufacturing > Aerospace	Manufacturing > Automotive
Manufacturing > Chemicals / Materials	Manufacturing > Consumer Durables/ Apparel	Manufacturing > Energy (Oil & Gas)
Manufacturing > Food, Beverage & Tobacco	Manufacturing > Health Care Products & Supplies	Manufacturing > Household & Personal Products
Manufacturing > Pharmaceuticals & Biotech	Manufacturing > Start-up / Entrepreneur	Manufacturing > Technology Hardware & Equipment
Manufacturing > Other	Media / Entertainment	Not-for-Profit
Not-for-Profit > Education	Not-for-Profit > Non-for-Profit Organization	Petroleum/Energy
Pharma / BioTech / Healthcare Products	Real Estate	Technology
Other Services	Other Services > Engineering / Construction Firms	Other Services > Executive Search
Other Services > Food & Drug Retail	Other Services > Hospitals / Health Care Providers	Other Services > Law / Legal Services
Other Services > Media & Entertainment	Other Services > Real Estate	Other Services > Retailing (non-food / drugs)
Other Services > Software & Services	Other Services > Start-up / Entrepreneur	Other Services > Telecommunications
Other Services > Utilities	Other Services > Other	

Job Offer Region List

North America Regions	North America Regions > Mid-Atlantic
North America Regions > Midwest	North America Regions > Northeast

North America Regions > South	North America Regions > Southwest
North America Regions > West	North America Regions > U.S. Poss. & Territories
North America Regions > Canada	World Regions
World Regions > Africa – sub Saharan	World Regions > Asia
World Regions > Australia and Oceania	World Regions > Central America and the Caribbean
World Regions > European Free Trade Area Countries	World Regions > European Non-Free Trade Area Countries
World Regions > Middle East and North Africa	World Regions > North America - except USA
World Regions > South America	

Reporting Status List

Accepted	Not Seeking - Company Sponsored
Not Seeking - Continuing Education	Not Seeking - Postponing Job Search
Not Seeking - Starting New Business	Not Seeking - Other
Seeking With Offers	Seeking Without Offers
Sponsored but Seeking Alternate Employment	Not Reported

Appendix B – Excel Example File

Refer to the Data Import Article on the GradLeaders Knowledgebase located at <http://kb.mbafocus.com>.

Revision History

- 5/23/2012 – Added section on ‘Importing Jobs – Multiple Job Locations’.
- 11/8/2012 – Updated The following
 - Data Import File Categories
 - File Structure
 - Importing Data with Multiple Answers
 - Added foot note to each format section
 - Added import file formats for Candidate Job Offers
 - Added import file formats for Candidate Follow-up Survey
 - Updated Appendix A with following standard answer lists:
 - Job Offer Sources
 - Job Offer Status
 - Job Offer Function
 - Job Offer Industry
 - Job Offer Region
 - Reporting Status
- 1/14/2013 – Added section on ‘Updating Existing Data’.
- 12/31/2013 – Added information on importing notes
- 4/2/2014 – Added state abbreviations
- 1/8/2015 – Added information on importing candidate photos.