

Requisition Import

Job Listing

Importing requisitions into ClearCompany is an efficient way to launch your new applicant tracking system.

Benefits	Description
Seamless Transition	Ensure data continuity as you transition between systems
Save Time	Avoid data entry work and spend time on more strategic tasks
Go-live Faster	Jumpstart your launch process by loading the current job openings data
Good Data	Have confidence in your data integrity to derive accurate reporting and analytics and support your compliance processes

What's Included

Importing a single CSV file of requisition data into ClearCompany based on data provided in the required format.

The typical turnaround time for the entire process is 4 weeks.

Step	Description	Typical Time Frame
Data Requirements	Provide documentation on available fields for importing and formatting requirements.	1 - 3 days
File Preparation	Up to 3 hours of file preparation. Preparation includes: <ul style="list-style-type: none">• Ensuring all required columns are included• Organization Data Mapping<ul style="list-style-type: none">◦ Align values in the file with those in ClearCompany• Custom Field Mapping<ul style="list-style-type: none">◦ Ensure the field exists and is an acceptable field type• Convert Application Names to Entity IDs	1 week
Import	Import data into ClearCompany system	2 weeks
Review	Review of a sample set of imported data for quality assurance	1 - 3 days

Out of Scope

The following items are out of the scope of this service:

- Custom development work
- Edits to data after import
- Deleting or re-importing the data
- Importing more than 1 data file
- Merging data from multiple files