

Field Key	Label Name (If Labeled)	Description	Required	What should I enter into this field?	Example	What happens if I leave this field blank?	Additional Notes
email	Email	The user's email address (if the position is filled).	No	Enter a valid email address.	morgan.oconnor@acme.com	You do not need to enter a value in this field if this position is vacant. This field should be populated with the same email as relates to the department of populated positions. CREATE - populate initial null value UPDATE - whatever is populated will remain unless row set to 'null'	NA
position_key	Position ID	The specific identifier used for tracking the individual job slot.	Yes	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	POS123	This field can never be left blank. Doing so will always return an error. All position data is anchored to this data point.	NA
title	Title	The job title.	Yes	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Sr. Digital Marketing Specialist	This field cannot be left blank upon initial data load. Doing so will always return an error. Upon second and beyond data load this field can be left blank without impacting existing data.	NA
department_name	Department	The position's department	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Marketing	You do not need to enter a value in this field if this position is vacant. This field should be populated with the same department as relates to the email of populated positions. CREATE - populate initial null value UPDATE - whatever is populated will remain unless row set to 'null'	Use the same value from the User File that corresponds with email if email is provided (i.e., match the existing Department data in Betterworks).
job_category	Job Category	The position's category, group, or function.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Business Operations	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	Categories refer to a grouping of jobs that share common characteristics, such as the type of work performed, the skills required, or the level of responsibility.
company_division	Company Division	The division within the organization to which the position belongs.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Sales & Marketing	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	Divisions are large segments of the organization that often operate semi-independently and are usually responsible for specific aspects of the business.
description	Job Description	A detailed description of the duties, responsibilities, and requirements of the position.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Seeking a Senior Digital Marketing Specialist to drive strategy and execution across paid and organic channels, optimizing campaigns for engagement, lead generation, and conversion. This role involves managing SEO, PPC, social media, email marketing, and analytics while collaborating with cross-functional teams to refine messaging and enhance brand presence. Ideal candidates have strong analytical skills, a data-driven mindset, and experience with marketing automation and CRM tools to scale digital initiatives effectively.	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	This field has a 4000 character limit.
employment_type	Employment Type	The position's classification based on the required work hours.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	full-time	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	The exact number of employment types can vary depending on the organization and industry.
fte_factor	FTE Factor	The total hours worked per week by a user in this position, divided by the total hours in a full-time workweek.	No	Enter a decimal number between 0 - 4.2.	1.0	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	The FTE factor allows organizations to standardize workloads so they can compare different employees and their contributions equally.
job_code	Job Code	The position's unique identifier representing specific duties, responsibilities, and requirements.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	MA8123	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	Job codes are broad classifications used for standardization and apply to multiple employees with the same job title.
job_level	Job Level	The level of responsibility, complexity, and seniority associated with the position.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Level 2	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	Job levels help to structure the organization by defining a clear progression path for employees, setting expectations for roles, and aligning compensation with job responsibilities and seniority.
location	Job Location	The job's location.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Illinois, US	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	NA
position_status	Position Status	The hiring status of the position.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	filled	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	NA
salary_grade	Salary Grade	The position's salary, pay band, or grade.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Grade 2	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	NA
work_setting	Work Setting	The environment, conditions, or atmosphere in which the work for this position is carried out.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	On-site	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, to clear the value 'null' must be sent.	Work settings can vary widely and may include offices, laboratories, factories, outdoor sites, virtual/remote settings, etc.