Indeed.com Jobs Posting

Much of your applicant traffic will be coming from Indeed.com. As the largest job board, it's the first-place applicants go when they start their job search. With up to 10 jobs added per second, and over 250 million unique monthly visitors Indeed works hard to keep up their reputation, so they enforce a few strict standards. Lucky for you, those standards apply to your own careers page and the other job boards.

An important thing to note is that Indeed may remove any job that does not meet their standards and may not let you know. Job boards like Indeed (including LinkedIn and ZipRecruiter) control their site and the content on it with intricate algorithms. Paycor Recruiting has an integration with these sites and we send your jobs to the boards exactly as you format and write them in our system. We have no control over how these job boards curate your jobs, particularly their positions in the search results.

Therefore, if you have issues with any of the following, you will need to contact Indeed first:

- Paycor Recruiting Jobs not displaying on Indeed (more on this here as well)
- Low or no applicant volume
- Poor placement in search results
- Incorrect information displaying on Indeed (a common example is the wrong salary)
- Jobs not displaying on your Indeed company page

You can also browse through Indeed's Employer Help Center to see if it can answer your questions. Call, email or chat help is also available- find the best way to contact Indeed here.

**Indeed does not allow 3rd party support organizations (like our Paycor Recruiting Support team) to contact them on your behalf. There may come a time where Paycor Recruiting will ask that you contact Indeed for help once we have exhausted our options. **

First time posting a job to Indeed?

First, please take time to review their job standards, then review your jobs on Indeed once you post them to ensure accuracy. Since these are your first jobs on Indeed they may get mapped inaccurately or get flagged for content or other issues. If you are unable to locate your job on Indeed within 24-30 hours of posting please contact Indeed for help.

Do you have any open positions posted on Indeed that are not from Paycor Recruiting?

Quality over quantity here! Two of the same jobs in the same location from the same company will certainly get Indeed's attention, and not in the way you want.

Some best practices to follow:

- If you already have a **paid** job posted on Indeed, we recommend you create the job in Paycor Recruiting but **don't promote it to the job boards quite yet**. You can then manually upload any qualified Indeed candidates into the Paycor Recruiting job and finish recruiting from our ATS.
- If you have free jobs posted on Indeed please **remove that job from Indeed** and create it in Paycor Recruiting instead. Doing this will NOT move any of the previous candidates into Paycor for you, if you got any qualified candidates with the previous Indeed job, we still recommend you manually upload them to the Paycor Recruiting job. Any new Indeed candidates that apply to your newly created Paycor Recruiting job through Indeed will then flow into Recruiting.
- If you have old jobs on Indeed from a previous ATS you will need to contact Indeed or your old applicant tracking system. We do not recommend having jobs from 2 different ATS's on Indeed at the same time.
- **DO NOT create the same job in Paycor Recruiting AND Indeed at the same time, doing so will always flag your ATS job as a duplicate and it will be hidden from search results on Indeed resulting in 0 applicants in Recruiting**.

Jobs Not Posted on Indeed?

Here are the top causes for delays:

- If the job is too new, it still takes time to appear on Indeed. Your job is added to your Careers Page right away but could take up to 12 hours to appear or refresh on Indeed.
- The job is listed with a location that is a **region** rather than a **specific city**. For example, South Florida instead of Miami, Florida.
- A signing bonus or pay amount is included in the job title. Indeed considers these to be spam posts and removes them for quality assurance.
- The application process violates a state or federal regulation. For example, asking about criminal history, age, or salary history in locations where those questions are not permitted.
- The job is old enough it has been removed or no longer appears in searches. For more information, see Refreshing Job Postings to fix this problem.

What are Indeed's rules for job postings?
Indeed has an Employer Help Center that lists out several reasons why a job might not be posted.

Guides for Creating Job Postings
These guides are provided by Indeed to help customers create the perfect job postings and maximize applicant volume:

- Handling Duplicate Content on Indeed
- Guidelines for Job Descriptions on Indeed
- Job Quality: Transportation Jobs
- Guidelines for Job Titles on Indeed

What should I do if it still isn't posted?
Our partners at Indeed have asked that customers contact them directly to ensure the fastest resolution possible. The Indeed team investigates what exactly is preventing your job from being posted.

Unallowed Indeed Postings

Indeed does not allow use of their Organic Free Feed for the following types of jobs or companies and may remove them or require you to sponsor ($) the post to make it visible:

- Career fairs
- Franchise or training opportunities
- Multi-level marketing positions
- Staffing Company/ Recruiting Agency Jobs

A few tried and true Paycor Recruiting Customer Best Practices
(AKA- learning from the mistakes of others...)

Job Titles:

- Keep these concise! Your job title should be what someone would expect to see on a business card.
- Avoid ANYTHING in a title related to salary, exclamation points, bonus $, earning potentials, etc. Use of any of these in a title is a big Indeed flag and might result in low to no visibility on Indeed.

Job Descriptions:

- Add as much information as possible to let an applicant know what position they are applying for but do it sensibly. Organize your job descriptions into easy-to-read categories, use bulleted lists and avoid long paragraphs.
- Include words that your applicants might use when searching for a job in your description.
- Indeed also has a great resource on: Writing Effective Job Descriptions and Titles

Job Applications

- Keep these short, sweet, and simple. Indeed makes applying for a job AMAZINGLY easy, so it doesn't make sense to complicate it! We recommend you collect a basic application upfront to get as many applicants as possible for your open job. You can then use an information request from inside Paycor to collect the remainder of what you require to make your decision.
- Make sure Indeed Apply is turned on in Paycor Recruiting. Note, if you NEED to have lengthy application, we don't recommend having Indeed Apply turned on. The experience for candidates is not very intuitive on Indeed's site.

Sponsoring Indeed Jobs

At this time the integration with Indeed.com only supports posting to Indeed's free and limited job boards. If you are interested in sponsoring (also called promoting) one of your Paycor Recruiting jobs on Indeed you can contact Indeed and they should be able to help!