

JOB IMPORT SETTING UP A FEED



We're excited you're exploring a job import with Doximity! This guide outlines the process and sets expectations as we partner to meet your sourcing needs.

When we move forward, we'll share documents outlining required fields and any constraints. Missing values can be mapped or defaulted to meet requirements.

STEP ONE

Since postings will come from your feed, we'll need to know:

- Will you provide a Doximity-specific feed or an existing one?
- Will the feed be on a URL or FTP? (We can create an FTP site if needed.)
- Who to contact with questions?

STEP TWO

Once the feed method and contacts are confirmed, Doximity will "wrap" the feed and extract posting details (the same info required for a manual post). Some fields may need mapping.

- Wrapping typically takes 5 business days or less.

STEP THREE

After initial validations, we'll send you the output to review and approve, including:

- Descriptions (character limits apply)
- Title adjustments (length, acronyms)
- Recruiter assignment
- Job ID
- Specialties, credentials, practice type, employment type, location
- Optional fields like salary or visa support

STEP FOUR

Upon approval:

- Doximity completes final testing (2 weeks or less).
- You'll receive a Go Live date for approval.
- Go Live!

ADDITIONAL INFORMATION

Most feeds will work if they include at least:

- Job ID, Title, Location, Description, and ideally Recruiter.

We can assist with:

- Filtering postings if you have more jobs than slots (by order, tagging, or other rules)
- Mapping credentials, employment type, practice type, recruiter, specialties
- Parsing descriptions or adjusting titles
- Splitting dual-language postings (e.g., NP/PA) into separate listings

Our goal is to automate management of your job inventory on Doximity. We're happy to hop on a call with any questions.