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|----------------|--|
| Project | Exchange of position openings using HR-XML SEP 2_4 |
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| Subject | Procedure for uploading position openings in accordance with the HR-XML Staffing Exchange Protocol 2_4 |

Description

This document describes the use of the HR-XML Staffing Exchange Protocol 2_4 within the exchange of position openings.

| Date | Version | Status | Type of change | By |
|------------|---------|--------|--|-------------|
| 01/10/2009 | 1 | | Initial | VDAB HR-XML |
| 13/10/2009 | 1 | | PositionClassification: value - <i>x:Spontaneous Application / Reserve</i> (in Dutch: "spontane sollicitatie / werfreserve) added (chapter 3.10.1) | VDAB HR-XML |
| 22/10/2009 | 1 | | Driver's License: value list correction (chapter 4.3.2) | VDAB HR-XML |
| 22/10/2009 | 1 | | Shift: example correction (chapter 3.12.3) | VDAB HR-XML |
| 22/10/2009 | 1 | | NumberToFill: Max value = '99' added (chapter 3.20.1) | VDAB HR-XML |
| 10/11/2009 | 1 | | HowToApply/ApplicationMethod/PostalAddress: correction (chapter 3.17.2) | VDAB HR-XML |
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| 16/11/2009 | 1 | | PostalAddress: PostalCode and Municipality obligatory in all cases. | VDAB HR-XML |
| 16/11/2009 | 1 | | PositionClassification: value Contract cannot be used by Temping Agencies (chapter 3.10.1) | VDAB HR-XML |
| 16/11/2009 | 1 | | PositionDateInfo/ExpectedEndDate: values notApplicable; notKnown deleted (chapter 3.5.1) | VDAB HR-XML |
| 10/02/2010 | 1 | | HowToApply/ApplicationMethod/Telephone: FormattedNumber added (chapter 3.17.2) | VDAB HR-XML |
| 10/05/2010 | 1 | | PositionSupplier/EntityName added (chapter 3.3.1) | VDAB HR-XML |
| 10/05/2010 | 1 | | HowToApply/ApplicationMethod/PostalAddress: info added (chapter 3.17.2 and 3.17.3) | VDAB HR-XML |
| 12/06/2010 | 1 | | HowToApply Example: correction (chapter 3.17.3) | VDAB HR-XML |
| 28/03/2013 | 1 | | HowToApply/ApplicationMethod/PostalAddress/DeliveryAddress: info and example added (chapter 3.17.2 and 3.17.3) | VDAB HR-XML |
| 03/12/2013 | 1 | | PositionDetail/Competency/TaxonomyId is now mandatory (chapter 3.13.2) | VDAB HR-XML |
| 03/12/2013 | 1 | | PositionDetail/UserArea/ExperienceEqualToStudy added (chapter 3.15.1) | VDAB HR-XML |
| 03/12/2013 | 1 | | PositionProfile/UserArea/SpecialService removed (chapter 3.19.1) | VDAB HR-XML |
| 23/03/2015 | 1 | | PositionProfile/SupportingMaterials removed (chapter 3.18) | VDAB HR-XML |
| 14/12/2015 | 1 | | PositionDetail/UserArea/Experience is now mandatory (chapter 3.15.1) | VDAB HR-XML |
| 07/04/2016 | 1 | | Added additional information about value presentation (chapter 8) | VDAB HR-XML |
| 09/06/2017 | 1 | | PositionDetail/PositionClassification: values Flexijob and Limited Employment added (chapter 3.10.1) | VDAB HR-XML |
| 09/06/2017 | 1 | | HowToApply/UserArea/ContentPostedInformation: value Motivation added (chapter 3.17.2) | VDAB HR-XML |
| 09/06/2017 | 1 | | PositionDetail/UserArea/MaxApplicationDate added (chapter 3.15.1) | VDAB HR-XML |
| 03/08/2017 | 1 | | PositionDetail/PositionSchedule can be passed 3 times, 2 of which are mandatory (chapter 3.11.1). Example 3.12.3 updated. | VDAB HR-XML |
| 11/01/2018 | 1 | | PositionProfile/PositionDateInfo: value StartAsSoonAsPossible added (chapter 3.5.1). Example added. | VDAB HR-XML |
| 01/02/2018 | 1 | | PositionProfile/Organization/UserArea/ShowOrganization added (chapter 3.6.2). Example 3.6.3 updated. | VDAB HR-XML |
| 16/03/2018 | 1 | | PositionDetail/PositionClassification: values updated (chapter 3.10.1) | VDAB HR-XML |
| 01/06/2021 | 1 | | PositionProfile/UserArea/RequestedServiceLevel updated to V2 which allows for sending contact information (chapter 3.19) | VDAB HR-XML |

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2 HR-XML SEP 2_4

2.1 General

The exchanged position openings need to meet the XML specifications of the HR-XML Staffing Exchange Protocol (SEP) 2_4.

For more information and downloading the specifications, see: <http://www.hr-xml.org>.

Staffing Exchange Protocol comprises the following types:

- Resume
- Candidate
- Position Opening

For the exchange of position openings, only '**Position Opening**' is of importance.

Each XML file that is being exchanged contains only **1** position opening.

The HR-XML specification foresees an extended set of tags to meet all kind of HR solutions. Only the relevant tags within the exchange of position openings with VDAB are matter of subject in this document.

Information captured within additional (HR-XML-2_4 compliant) tags will be stored but not published or integrated in other processes.

2.2 Additional VDAB specifications

In some cases additions (restrictions) where made at the level of occurrences or data format. These changes are indicated in **yellow**.

2.3 Best practices

A common problem while transmitting XML files, is a faulty structure due to unknown characters in text fields or characters that may conflict with the XML markup. To avoid problems during the parsing of the XML, all free-text fields should be encapsulated by the CDATA tag, e.g.: **<![CDATA[content of the free-text field]]>**. In the remainder of the document, the use of the CDATA tag is omitted to ease further reading.

XML does not allow –even within a CDATA section- the following characters (decimal ASCII values):

0-8: Control characters

11-12: Control characters

14-13: Control characters

It is recommended to validate your XML to the proper XSD schemas before uploading it to the test environment. Proper XSD schemas are available at <http://partners.vdab.be/hrxml>.

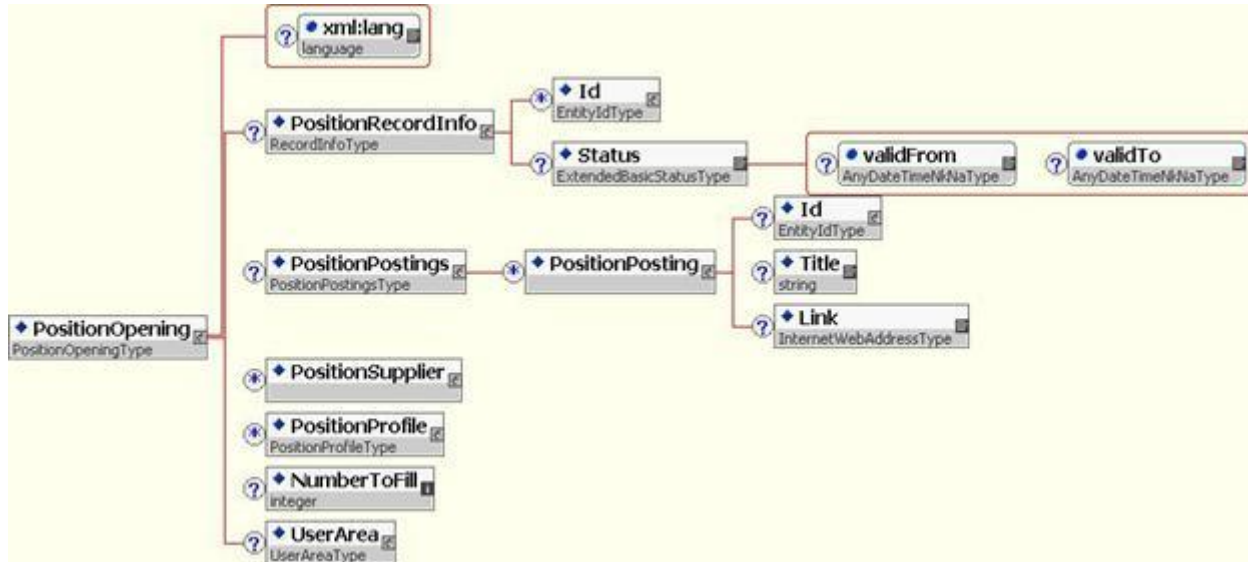
For ultimate testing, including validation of the additional VDAB specifications, see chapter 6, [XML-file upload procedure \(test environment\)](#).

3 HR-XML 2.4 Position Opening specification

3.1 PositionOpening

3.1.1 PositionOpening Diagram

The diagram below depicts the high level tags of a position opening.



3.1.2 PositionOpening Root element Schema

| Element or <i>attribute</i> | Occurrence Sequence Choice (Min/MaxOccurs) Length(Max) | Description, <i>possible values</i> |
|-----------------------------|---|--|
| PositionOpening | S(1,1) | Main tag, contains the definition of a position opening. A job that needs to be filled. 1 XML file contains the information from only 1 job . |
| <i>Xml:lang</i> | Required | Indication of the language used in the content of the elements. The language applies to the whole file, but can be overruled on the level of PositionProfile. <i>xsd:string [Enumerations]: language reference to the enumerations is the ISO code 639-1.</i> |

3.1.3 PositionOpening Root element Example

```
<?xml version="1.0" encoding="UTF-8"?>
<PositionOpening xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 vdab.xsd" xml:lang="NL">
```

3.2 PositionRecordInfo

3.2.1 PositionRecordInfo Schema

| | | |
|--|-----------------|---|
| /PositionOpening/ PositionRecordInfo | S(1,1) | Contains a unique Id for the job opening and the status of the job opening. |
| / PositionRecordInfo/ Id | S(1,2) | Contains a unique Id for the job opening. It is allowed to furnish 2 Id's. In this way, it is possible to track several Id's coming from different originators. Your own unique id is required, the unique id with idOwner="VDAB" is optional. |
| <i>idOwner</i> | Required | A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. <i>xsd:string</i> |
| / Id/ IdValue | S(1,1) L(30) | Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. <i>xsd:string</i> |
| / PositionRecordInfo/ Status | S(1,1) | Contains the status of the job opening. <i>xsd:string [Enumerations]:</i> - Active : The position opening is active. - Inactive : The position opening is inactive, and can no longer be activated in the future. - Pending : The position opening is temporarily put on 'hold', and can be activated later. |
| <i>validFrom</i> | Optional | Specify from when the position opening needs to be published. <i>xsd:string Format : YYYY-MM-DD</i> |
| <i>validTo</i> | Optional | Specify until when the position opening needs to be published. <i>xsd:string Format : YYYY-MM-DD</i> |

3.2.2 PositionRecordInfo Example

```
<PositionOpening>
  <PositionRecordInfo>
    <Id idOwner="NameThirdParty">
      <IdValue>VTZJ47982</IdValue>
    </Id>
    <Id idOwner="VDAB">
      <IdValue>15897456</IdValue>
    </Id>
    <Status validFrom="2004-03-01" validTo="2004-03-30">Active</Status>
  </PositionRecordInfo>
</PositionOpening>
```

3.3 PositionSupplier

3.3.1 Position Supplier Schema

| | | |
|---|------------------|---|
| /PositionOpening/ PositionSupplier | S(1,1) | Contains the entity responsible for <u>sending</u> the PositionOpening file to an other party. e.g. When company ABC send a PositionOpening to an interim office, company ABC will be the PositionSupplier. When the interim office forwards the position to a job board, the interim office will become the PositionSupplier. |
| / PositionSupplier/ SupplierId | S(1,1) | Contains a unique Id of the sender of the PositionOpening. |
| <i>idOwner</i> | Required | A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. <i>xsd:string</i> Must be equal to 'VDAB' |
| / SupplierId/ IdValue | S(1/1) | Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. <i>xsd:string</i> Will be provided by VDAB |
| / PositionSupplier/ EntityName | S(0/1) | Name for the given entity. If used, it will be published and will overrule (only for this position opening instance) the default entity name as known in the organization database. |
| / PositionSupplier/ ContactMethod | S(1,1) | Contains information on how to contact the sender of the PositionOpening. |
| / ContactMethod/ InternetEmailAddress | S(1,1) L(100) | Contains the email address of the contact. <i>xsd:string</i> |

3.3.2 PositionSupplier Example

<PositionOpening>

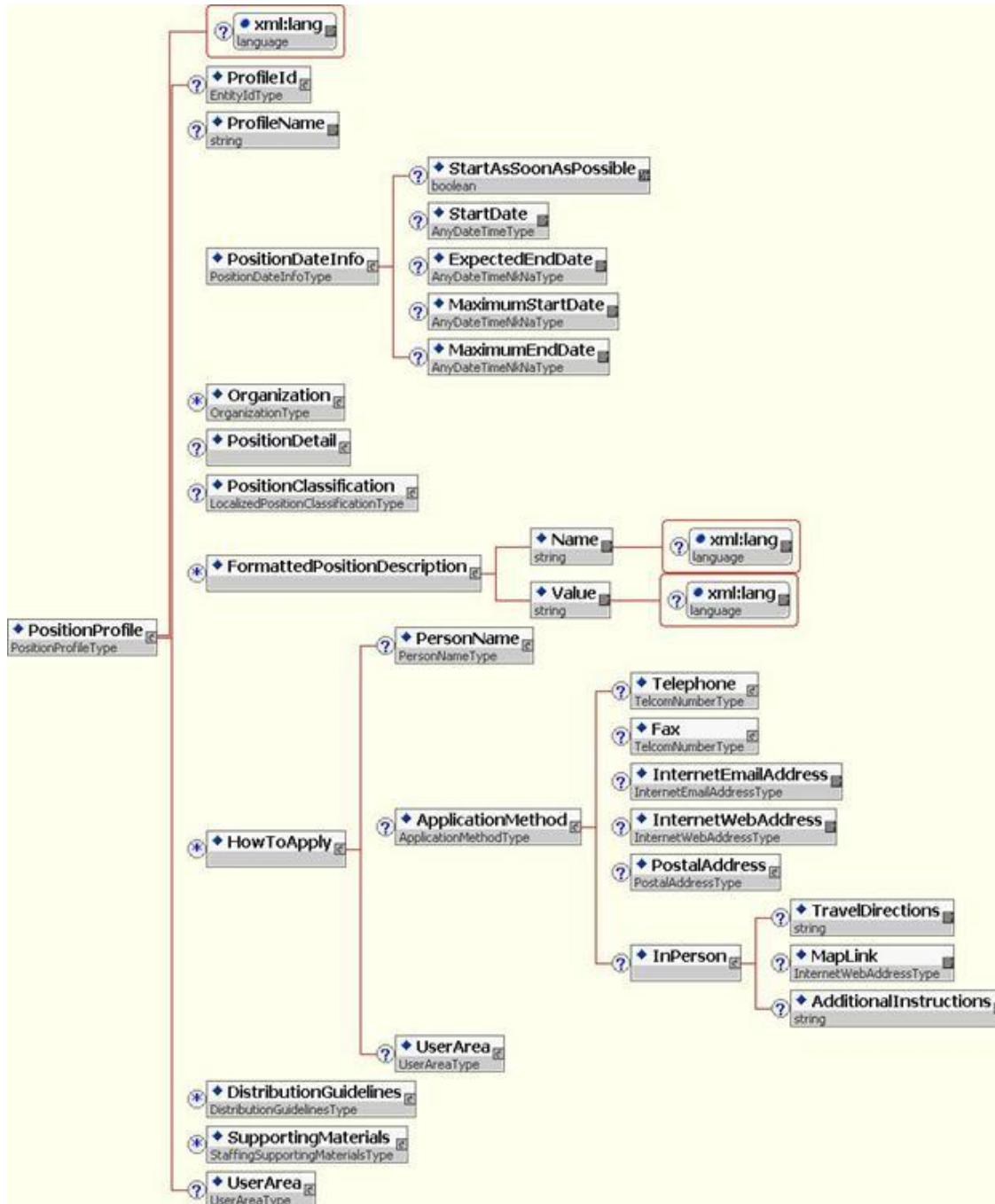
```

<PositionSupplier>
  <SupplierId idOwner="VDAB">
    <IdValue>123456000</IdValue>
  </SupplierId>
  <ContactMethod>
    <InternetEmailAddress>info@ABC.be</InternetEmailAddress>
  </ContactMethod>
</PositionSupplier>

```

3.4 PositionProfile

3.4.1 PositionProfile Diagram



3.4.2 PositionProfile Root element Schema

| | | |
|---|---------------|---|
| /PositionOpening/ PositionProfile | S(1,1) | Contains structured information regarding the position opening. Contains the detail information about the open position. |
| <i>xml:lang</i> | Required | Indication of the language of the job description. <i>xsd:string [Enumerations]: language reference to the enumerations is the ISO code 639-1.</i> |

3.5 PositionDateInfo

3.5.1 PositionDateInfo Schema

| | | |
|---|--------|---|
| / PositionProfile/ PositionDateInfo | S(1,1) | Contains information on the start and/or end date of the job. All the sub-elements are optional, but minimum <u>one sub-element must be filled</u> |
| / PositionDateInfo/ StartDate | S(0,1) | Contains the (inclusive) date, period, or interval the event becomes active or begins. Contains the date the candidate must start the job. xsd:string Format : YYYY-MM-DD |
| / PositionDateInfo/ ExpectedEndDate | S(0,1) | The date the position, assignment, or contract is expected to end. Contains the date the job is expected to end. xsd:string Format : YYYY-MM-DD |
| / PositionDateInfo/ StartAsSoonAsPossible | S(0,1) | Instead of defining a fixed start date, use this element to indicate whether candidates should be able to start as soon as possible. Allowed values : - true - false xsd:Boolean |

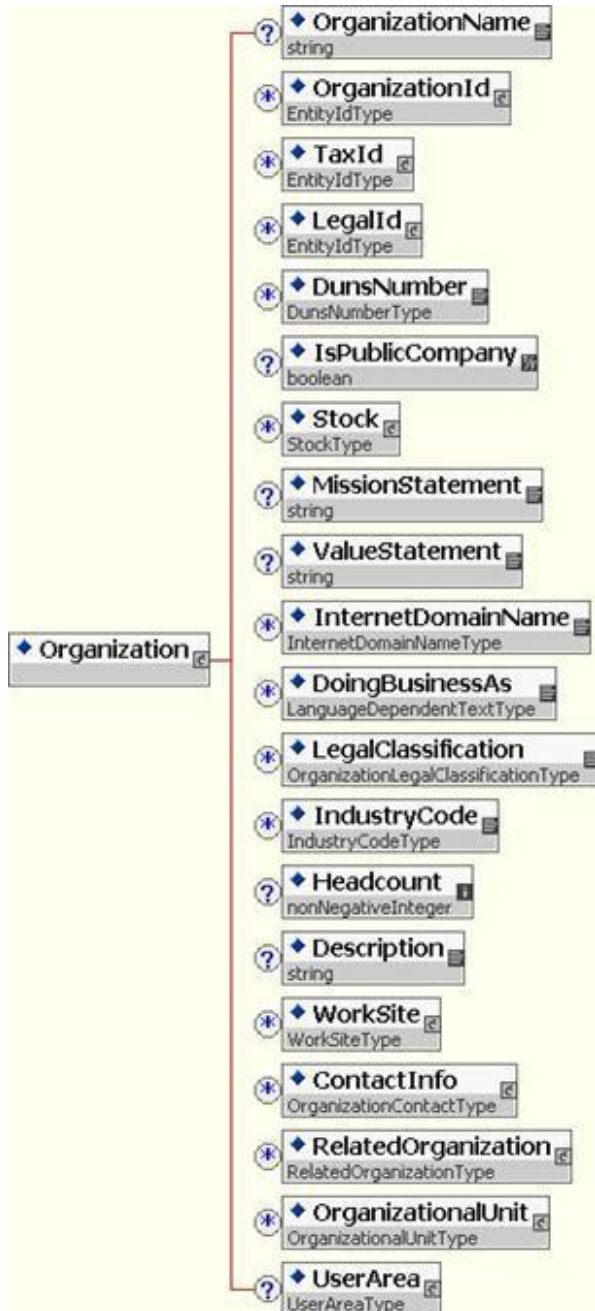
3.5.2 PositionDateInfo Examples

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDateInfo>
      <StartDate>2009-09-01</StartDate>
    </PositionDateInfo>
```

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDateInfo>
      <StartAsSoonAsPossible>true</ StartAsSoonAsPossible >
    </PositionDateInfo>
```

3.6 Organization

3.6.1 Organization Diagram



3.6.2 Organization Schema

| | | |
|--|---------------|--|
| <p>/ PositionProfile/ Organization</p> | <p>S(0,1)</p> | <p>Contains information about the organization with the open position, which includes the work site information. The organization mentioned in this tag is the legal employer (thus the organization on whose name the employment contract is established). If the sender does not want to reveal this information, this element will not be used.</p> |
| <p>/ Organization/ OrganizationName</p> | <p>S(0,1)</p> | <p>Contains the name of the organization with the open position. <i>xsd:string</i></p> |

| | | |
|---|-------------------------------|--|
| / Organization/ LegalId | S(0,1) | Contains a unique legal Id of the organization. Use this element to exchange the KBO-BCE company number. |
| <i>idOwner</i> | Required | Contains an indication which kind of legal Id is exchanged. <i>xsd:string</i> Must be equal to 'KBO-BCE'. (>> Possibly overruled by company specific specifications) |
| / LegalId/ IdValue | S(1,1) | Unique id of the company within KBO-BCE. This is the 'company number' ("Ondernemingsnummer", "Numéro d'entreprise") <i>xsd:string</i> (>> Possibly overruled by company specific specifications) |
| / Organization/ ContactInfo | S(0,1) | The name and contact information for persons within the organization as they are related to the transaction. |
| /ContactInfo/ ContactMethod | S(0,1) | Contains information on how to contact a person within the organization, which includes telephone numbers, the postal address and the name of a contact person. |
| / ContactMethod/ PostalAddress | S(0,1) | Contains the postal address of the contact, which includes the name of a contact person. |
| / PostalAddress/ CountryCode | S(1,1) | Contains the country code. E.g. 'BE' for Belgium. <i>xsd:string [Enumerations]:</i> - ISO 3166-1 two alpha code |
| / PostalAddress/ PostalCode | S(1,1) L(9) | Contains the postal code. <i>xsd:string</i> |
| / PostalAddress/ Region | S(0,1) | Contains the post area (in Dutch : 'postzone') e.g. 'AS' <i>xsd:string</i> |
| / PostalAddress/ Municipality | S(1,1) L(35) | Contains the city. <i>xsd:string</i> |
| / PostalAddress/ DeliveryAddress | S(0,1) | Contains the address information as one string OR in a decomposed way. The DeliveryAddress can be <u>used in 2 different way's</u> : - AddressLine or - StreetName and BuildingNumber (Preferred method!) A combination is not possible. |
| / DeliveryAddress/ AddressLine | S(0,*) | Contains the street name and number. May also contain name or number of the building. <i>xsd:string</i> |
| / DeliveryAddress/ StreetName | S(0,1) | Contains the street name. <i>xsd:string</i> |
| / DeliveryAddress/ BuildingNumber | S(0,1) | Contains the street number and/or mailbox number. E.g. '12 bus 3' <i>xsd:string</i> |
| / Organization/ UserArea | S(0,1) | Contains VDAB specific additional information tags. |

| | | |
|---|---------------|---|
| <p>/ Organization / ShowOrganization</p> | <p>S(0,1)</p> | <p>Use this element to indicate whether the Organization information should be displayed in the job offer details. Allowed values : - true - false xsd:Boolean</p> <p>When this tag is omitted, the default value is 'false' and the Organization information will not be displayed.</p> <p>In order for the Organization information to be displayed, full address details (including StreetName and BuildingNumber) must be submitted.</p> |
|---|---------------|---|

3.6.3 Organization Example

<PositionOpening>

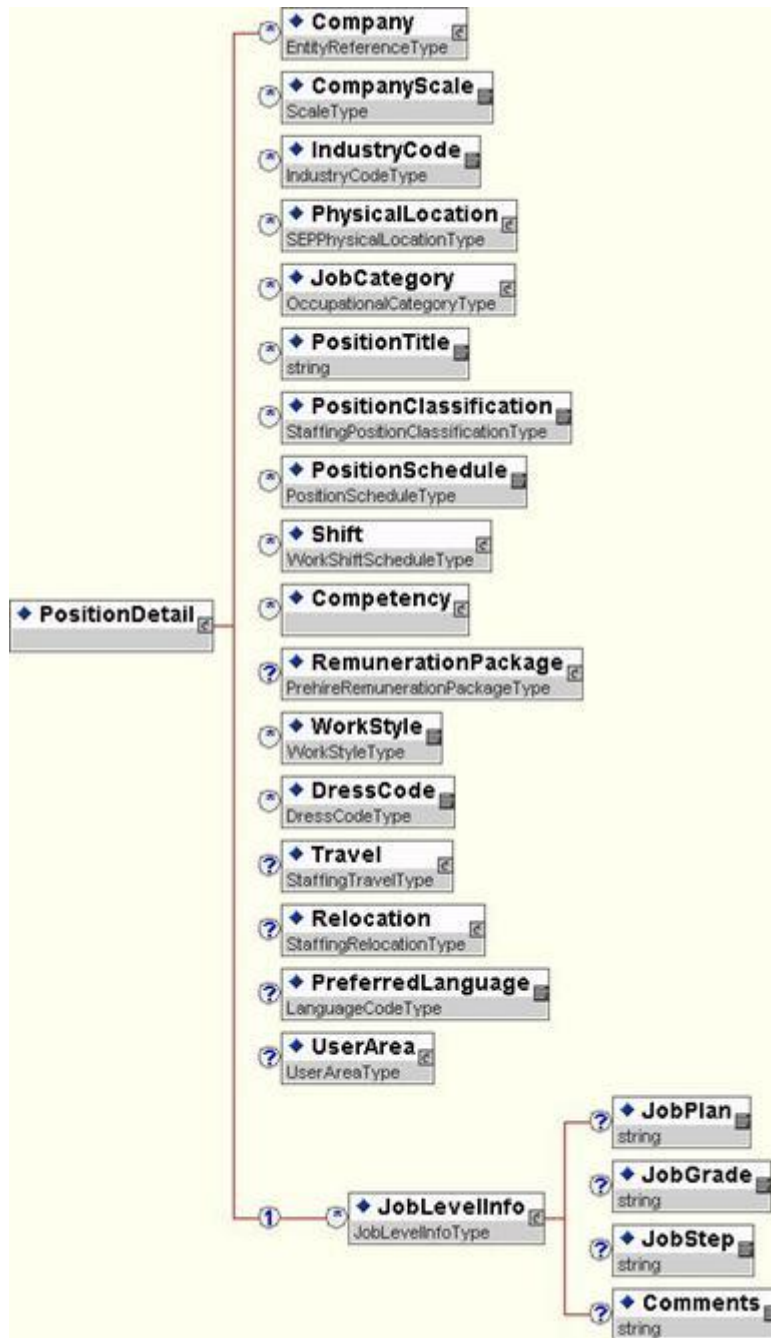
```

<PositionProfile xml:lang="NL">
  <Organization>
    <OrganizationName>CompanyABC</OrganizationName>
    <LegalId idOwner="KBO-BCE">
      <IdValue>0123456789</IdValue>
    </LegalId>
    <ContactInfo>
      <ContactMethod>
        <PostalAddress>
          <CountryCode>BE</CountryCode>
          <PostalCode>3000</PostalCode>
          <Municipality>Leuven</Municipality>
          <DeliveryAddress>
            <StreetName>Bondgenotenlaan</StreetName>
            <BuildingNumber>166</BuildingNumber>
          </DeliveryAddress>
        </PostalAddress>
      </ContactMethod>
    </ContactInfo>
    <UserArea>
      <ShowOrganization>true</ShowOrganization>
    </UserArea>
  </Organization>

```

3.7 PositionDetail

3.7.1 PositionDetail Diagram

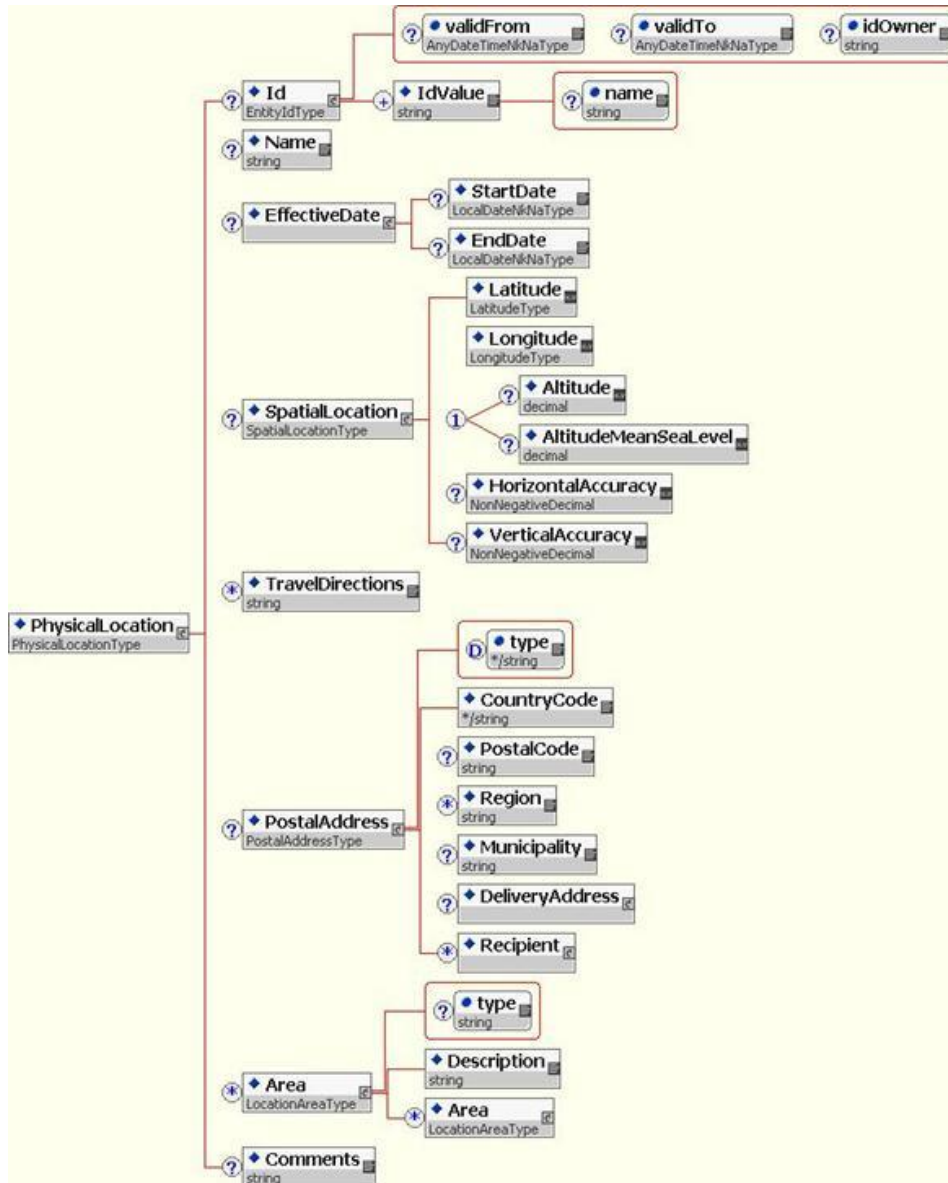


3.7.2 PositionDetail Root Schema

| | | |
|---|---------------|---|
| <p>/ PositionProfile/ PositionDetail</p> | <p>S(1,1)</p> | <p>Contains structured information regarding the position opening. Contains information about the work location, the job category, the description of the necessary skills, the remuneration package, ...</p> |
|---|---------------|---|

3.8 PhysicalLocation

3.8.1 PhysicalLocation Diagram



3.8.2 PhysicalLocation Schema

| | | |
|--|----------------|---|
| / PositionDetail/ PhysicalLocation | S(1,1) | Contains information about the location where the employee will be working. Within PhysicalLocation both Area and PostalAddress are optional, but one of them must be used. |
| / PhysicalLocation/ PostalAddress | S(0,1) | Contains the postal address of the location where the employee will be working. |
| / PostalAddress/ CountryCode | S(1,1) | Contains the country code. E.g. 'BE' for Belgium. xsd:string [Enumerations]: - ISO 3166-1 two alpha code |
| / PostalAddress/ PostalCode | S(1,1) L(9) | Contains the postal code. xsd:string |

| | | |
|---|------------------|---|
| / PostalAddress/ Region | S(0,1) | Contains the post area (in Dutch : 'postzone') e.g. 'AS' <i>xsd:string</i> |
| / PostalAddress/ Municipality | S(1,1) L(35) | Contains the city. <i>xsd:string</i> |
| / PostalAddress/ DeliveryAddress | S(0,1) | Contains the address information as one string OR in a decomposed way. The DeliveryAddress can be <u>used in 2 different way's</u> : - AddressLine or - StreetName and BuildingNumber (Preferred method!) A combination is not possible. |
| / DeliveryAddress/ AddressLine | S(0,*) | Contains the street name and number. May also contain name or number of the building. <i>xsd:string</i> |
| / DeliveryAddress/ StreetName | S(0,1) L(100) | Contains the street name. <i>xsd:string</i> |
| / DeliveryAddress/ BuildingNumber | S(0,1) L(9/3) | Contains the street number and/or mailbox number. E.g. '12 bus 3' <i>xsd:string</i> |
| / PhysicalLocation/ Area | S(0,*) | Contains information on the area where the employee will be working. This element is used when the location is no fixed location but a region like e.g. for representatives. Only the first valid Area Value will be processed. |
| <i>type</i> | Required | Contains the type of area. <i>xStringPatternExtensionType</i> - x:region (NUTS III codification will be used) |
| / Area/ Value | S(1,1) | Contains the area itself. <i>xsd:string</i> |

3.8.3 PhysicalLocation Examples

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <PhysicalLocation>
        <Area type="x:region">
          <Value>BE252</Value>
        </Area>
      </PhysicalLocation>
```

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <PhysicalLocation>
        <PostalAddress>
          <CountryCode>BE</CountryCode>
          <PostalCode>3000</PostalCode>
          <Municipality>Leuven</Municipality>
        </PostalAddress>
      </PhysicalLocation>
```

```

<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <PhysicalLocation>
        <PostalAddress>
          <CountryCode>BE</CountryCode>
          <PostalCode>3000</PostalCode>
          <Municipality>Leuven</Municipality>
          <DeliveryAddress>
            <StreetName>Bondgenotenlaan</StreetName>
            <BuildingNumber>166</BuildingNumber>
          </DeliveryAddress>
        </PostalAddress>
      </PhysicalLocation>
    </PositionDetail>
  </PositionProfile>
</PositionOpening>
  
```

3.9 PositionTitle

3.9.1 PositionTitle Schema

| | | |
|---|------------------|---|
| / PositionDetail/ PositionTitle | S(1,1) L(100) | Contains the title of the job. <i>Xsd:string</i> |
|---|------------------|---|

3.10 PositionClassification

3.10.1 PositionClassification Schema

| | | |
|--|--------|---|
| / PositionDetail/ PositionClassification | S(1,1) | Type of job NOT TEMPING AGENCIES: <i>xsd:string [Enumerations]:</i> - Contract (temporary job with a view to a permanent position) - Temp to Hire (temporary job) - Limited Employment (less than 13 hours/week) <i>xStringPatternExtensionType</i> - x:Early Retirement Replacement (in Dutch : "vervanging voor brugpensioen") - x:Examination Public Administrator Not Selor - x:Examination Public Administration Selor - x:First Employment (in Dutch : "startbaan") - x:Apprenticeship Entrepise (in Dutch : "ondernemingsopleiding") - x:Baby Minder (in Dutch: "onthaalouder") - x:Activaplan TEMPING AGENCIES: <i>xsd:string [Enumerations]:</i> - Temporary (contractor) - Contract to Hire (temporary job with a view to a permanent position) <i>xStringPatternExtensionType</i> - x:Direct Hire TEA (in Dutch: "Vaste job bij uitzendkantoor") BOTH NOT TEMPING AND TEMPING AGENCIES <i>xsd:string [Enumerations]:</i> - Direct Hire (permanent job) - Apprenticeship (learning agreement, in Dutch: "leercontract") - Flexijob <i>xStringPatternExtensionType</i> - x:Student Job - x:Self-Employed Activity (in Dutch : "zelfstandige activiteit") - x:Service Voucher Employment (in Dutch : "dienstencheque baan") - x:Spontaneous Application / Reserve (in Dutch : "spontane sollicitatie / werfreserve) |
|--|--------|---|

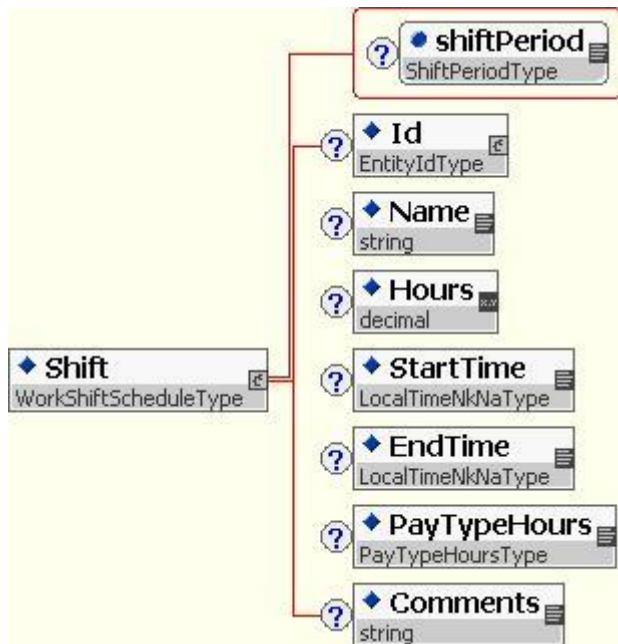
3.11 PositionSchedule

3.11.1 PositionSchedule Schema

| | | |
|--|---------------|--|
| <p>/ PositionDetail/ PositionSchedule</p> | <p>S(2,3)</p> | <p>Contains the schedule, time regulation. This tag must be used twice. One time with a value of the first group of data ('Full Time' or 'Part Time') and a second time with a value of the second group of data ('x:Day Work', 'x:Night Work', 'x:Day And Night', 'x:Weekend', 'x:2 Shift System', 'x:3 Shift System' or 'x:Interrupted Service'). Optionally, a second instance of the second group of values can be used. Xsd:string [Enumerations]: - Full Time - Part Time xStringPatternExtensionType - x:Day Work - x:Night Work - x:Day And Night (in Dutch : "volcontinu", in French: "plein continu") - x:Weekend - x:2 Shift System - x:3 Shift System - x:Interrupted Service (in Dutch: "onderbroken dienst", in French: "service coupé")</p> |
|--|---------------|--|

3.12 Shift

3.12.1 PositionShift Diagram



3.12.2 PositionShift Schema

| | | |
|---|-----------------|--|
| <p>/ PositionDetail/ Shift</p> | <p>S(0,*)</p> | <p>Contains the work shift as extra information to PositionSchedule. Days and hours are required for a 'Part Time' schedule.</p> |
| <p><i>shiftPeriod</i></p> | <p>Required</p> | <p>Contains the period over which the shift occurs. Xsd:string [Enumerations]: - Weekly</p> |
| <p>/ Shift/ Name</p> | <p>S(0,1)</p> | <p>A descriptive identifier within the given period in ShiftPeriod (ex.: 4 day week). The positions before the first space will indicate the number of days per week. xsd:String</p> |

| | | |
|--------------------------|---------------|--|
| / Shift/ Hours | S(1,1) | Contains the number working hours, within the given period in ShiftPeriod. <i>xsd:decimal</i> |
|--------------------------|---------------|--|

3.12.3 Position Schedule and Shift Example

```

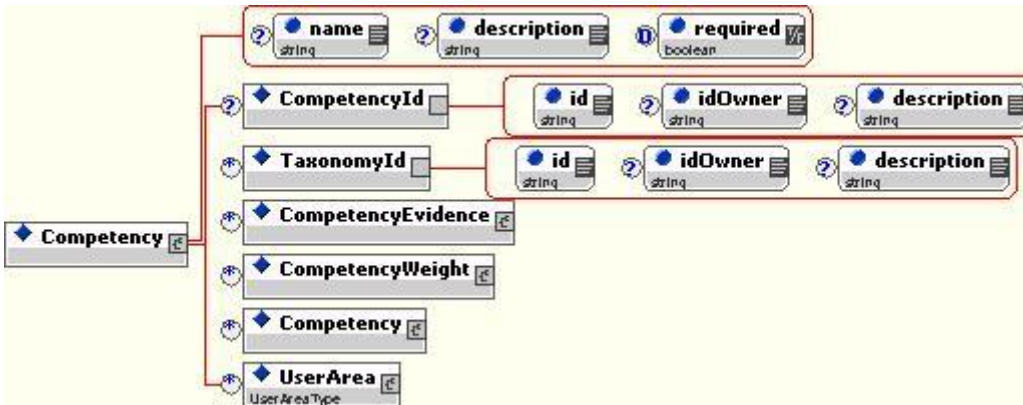
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <PositionSchedule>Part Time</PositionSchedule>
      <PositionSchedule>x:Day Work</PositionSchedule>
      <PositionSchedule>x:Weekend</PositionSchedule>

      <Shift shiftPeriod="Weekly">
        <Name>4 day week</Name>
        <Hours>22.00</Hours>
      </Shift>
    </PositionDetail>
  </PositionProfile>
</PositionOpening>
  
```

3.13 Competency

3.13.1 Competency Diagram



3.13.2 Competency Schema

| | | |
|--|---------------|--|
| / PositionDetail/ Competency | S(1,*) | Contains information about knowledge, skill, ability and/or other deployment-related characteristic (e.g. attitude, behavior, physical ability) needed for the open position. The tag Competency can be used in 2 ways: a competency as a free text or a competency as an Id within a taxonomy. One competency with TaxonomyId equal to 'Study Code' is required. |
| <i>name</i> | Required | Contains the name of the competency. <i>xsd:string</i> |
| / Competency/ CompetencyId | S(0,1) | Contains the identification of a competency, using the taxonomy specified in TaxonomyId. |
| <i>id</i> | Required | Contains an unique id for the competency, using the taxonomy specified in TaxonomyId. <i>xsd:string</i> |
| <i>description</i> | Optional | Contains the description of the competency Id. <i>xsd:string</i> |
| / Competency/ TaxonomyId | S(1,1) | Identification of the taxonomy that will be used to identify this competency. At this time, only 3 TaxonomyId's are identified for Language, Drivers License and Study Code. |

| | | |
|--|---------------|--|
| <i>id</i> | Required | Contains an id or <u>name</u> of the used taxonomy. <i>xsd:string</i> |
| <i>description</i> | Optional | Contains the description of the used taxonomy. <i>xsd:string</i> |
| / Competency/ CompetencyEvidence | S(0,1) | Indication of the required or desired level of competency. <i>At this time this tag can only be used with language competency, in which case it is mandatory.</i> |
| / CompetencyEvidence/ NumericValue | C(1,1) | Numeric value, within a given minimum and maximum range, indicating the required or desired level of the competency. <i>xsd:double</i> |
| <i>minValue</i> | Required | The minimum value for indicating the required or desired level of the competency. <i>xsd:double</i> |
| <i>maxValue</i> | Required | The maximum value for indicating the required or desired level of the competency. <i>xsd:double</i> |

3.13.3 Competency Examples

<PositionOpening>

<PositionProfile xml:lang="NL">

<PositionDetail>

<Competency name="Drivers License">

<CompetencyId id="B" description="drivers license categorie B"/>

<TaxonomyId id="91/439/EEC" description="Directive 91/439/EEC of 29 July 1991 on driving licenses"/>

</Competency>

<Competency name="Language">

<CompetencyId id="NL" description="Dutch"/>

<TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>

<CompetencyEvidence>

<NumericValue minValue="1" maxValue="5">5</NumericValue>

</CompetencyEvidence>

</Competency>

<Competency name="Language">

<CompetencyId id="EN" description="English"/>

<TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>

<CompetencyEvidence>

<NumericValue minValue="1" maxValue="5">3</NumericValue>

</CompetencyEvidence>

</Competency>

<Competency name="Study Code">

<CompetencyId id="GAA" description="Handelwetenschappen en bedrijfskunde"/>

<TaxonomyId id="StudyCodes 1.0" description="List with common study codes as defined by VDAB version 1.0"/>

</Competency>

3.14 RemunerationPackage

3.14.1 RemunerationPackage Schema

| | | |
|---|----------|--|
| / PositionDetail/ RemunerationPackage | S(0,1) | Contains information on the salary and benefits associated with the job. |
| / RemunerationPackage/ BasePay | S(0,*) | Contains information about the monetary pay for the job. |
| <i>currencyCode</i> | Optional | Contains the currency in which the base payment is expressed. The default value is 'EUR' for Euro. xsd:string [Enumerations]: - EUR |
| <i>baseInterval</i> | Required | Contains the indication on how frequently the base payment is paid. xsd:string [Enumerations]: - Monthly |
| / BasePay/ BasePayAmountMin | S(0,1) | Contains the minimum monetary pay for the job. xsd:decimal |
| / BasePay/ BasePayAmountMax | S(0,1) | Contains the maximum monetary pay for the job. xsd:decimal |

3.14.2 RemunerationPackage Example

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <RemunerationPackage>
        <BasePay currencyCode="EUR" baseInterval="Monthly">
          <BasePayAmountMin>1750</BasePayAmountMin>
          <BasePayAmountMax>2000</BasePayAmountMax>
        </BasePay>
      </RemunerationPackage>
    </PositionDetail>
  </PositionProfile>
</PositionOpening>
```

3.15 (PositionDetail) UserArea

3.15.1 (PositionDetail) UserArea Schema

| | | |
|--|---------------|--|
| / Positiondetail/ UserArea | S(1,1) | Contains additional information. |
| / UserArea/ Experience | S(1,1) | Contains the experience that is required for the job expressed in a number of years or a number of months. |
| <i>unitOfMeasure</i> | Required | Contains the indication on the unit in which the experience is being expressed. xsd:string [Enumerations]: - Years - Months |
| / UserArea/ ExperienceEqualToStudy | S(0,1) | Use this element to indicate whether candidates without required studies but with enough work experience can apply for the job. Allowed values : - true - false xsd:Boolean |

| | | |
|--|--------|---|
| / UserArea/ MaxApplicationDate | S(0,1) | Contains the limit date at which the applications must be submitted. <i>xsd:string Format : YYYY-MM-DD</i> The job offer will automatically be taken out of publication (status "Pending") when the supplied date has been reached. |
|--|--------|---|

3.15.2 (PositionDetail) UserArea Example

```

<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <UserArea>
        <Experience unitOfMeasure="Months">60</Experience>
        <ExperienceEqualToStudy>>false</ExperienceEqualToStudy>
      </UserArea>
    
```

3.16 FormattedPositionDescription

3.16.1 FormattedPositionDescription Schema

| | | |
|---|-------------------|--|
| / PositionProfile/ FormattedPositionDescription | S(3,*) | Contains text description of a position primarily for the purpose of a job posting. By using a name/value pair the unstructured text can be directly parsed into the appropriate place. This tag has to be used at least three times, having a 'Name' tag containing the following values: <ul style="list-style-type: none"> jobDescription requiredQualifications remunerationDescription |
| Name | S(1,1) | A descriptive identifier within the given context. <i>xsd:string [Enumerations]:</i> - jobDescription - requiredQualifications - remunerationDescription |
| Value | S(1,1) L(4000) | Contains free text description. <i>Best practice is to include a CDATA section to avoid parse errors due to conflicting characters accordingly to XML. Markup (e.g. HTML tags) is allowed in these sections, provided they are embedded in a CDATA section.</i> |

3.16.2 FormattedPositionDescription Example

```

<PositionOpening>
  <PositionProfile xml:lang="NL">

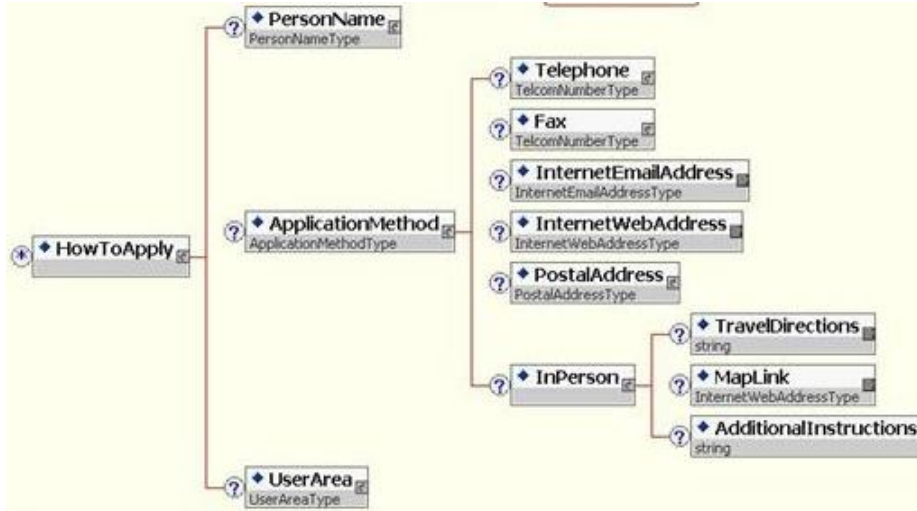
    <FormattedPositionDescription>
      <Name>jobDescription</Name>
      <Value>Your job will comprise: provide support to foreign dealers, deal with technical problems that are reported via the helpdesk and notify any problems to the development team.</Value>
    </FormattedPositionDescription>

    <FormattedPositionDescription>
      <Name>requiredQualifications</Name>
      <Value>You have a higher non-university degree. You are communicative and enjoy coaching. You are a good organizer and have good analytical and synthetic reasoning skills</Value>
    </FormattedPositionDescription>

    <FormattedPositionDescription>
      <Name>remunerationDescription</Name>
      <Value>We offer you an exciting job in a pleasant team with many legal benefits such as free public transport, free hospitalization insurance, flexible hours, etc. </Value>
    </FormattedPositionDescription>
  
```

3.17 HowToApply

3.17.1 HowToApply Diagram



3.17.2 HowToApply Schema

| | | |
|--|-----------------|---|
| / PositionProfile/ HowToApply | S(1,1) | Contains information on how the candidate needs to apply. Provides the details on how to apply for a job or position. |
| / HowToApply/ PersonName | S(1,1) | Contains the name of a contact person. Within PositionOpening it is preferred to indicate the name of a person in a decomposed way by using the elements PreferredGivenName and FamilyName. If this is not possible, use FormattedName. |
| / PersonName/ FormattedName | S(0,1) | Contains, in one string, the name how it will be printed on documents. <i>xsd:string</i> |
| / PersonName/ PreferredGivenName | S(0,1) L(25) | The name by which the person wants to be called, nickname. <i>xsd:string</i> |
| / PersonName/ FamilyName | S(0,1) L(35) | A person's last name. If the family name consists of multiple names and/or a prefix, then all parts must be included in 1 element FamilyName. <i>xsd:string</i> |
| / PersonName/ Affix | S(0,1) | Contains the remaining parts of the PersonName as defined by the type attribute. Within the Belgium XML-HR Community only the type formOfAddress is used. In this case the element Affix contains the salutation. e.g. Dhr., Mevr., Mr., Mrs., Dr., Mijnheer , Mevrouw etc. |
| <i>type</i> | Required | Within the Belgium XML-HR Community <u>only</u> the type formOfAddress is used. In this case the element Affix contains the salutation. E.g. Dhr. Mevr., Mr., Mrs., Dr., etc The use of the attribute type is required when the optional element Affix is used. <i>xsd:string [Enumerations]: - formOfAddress</i> |
| / HowToApply/ ApplicationMethod | S(1,1) | Contains the phone number, address, e-mail or other pertinent contact information needed to apply for a job or position. |

| | | |
|---|------------------|--|
| / ApplicationMethod/ Telephone | S(0,1) | Contains the telephone number to be used when applying for the job can be done by means of the telephone. |
| / Telephone/ FormattedNumber | s(0,1) L(28) | Formatted string. Contains a telecommunication number string representation. This de-normalized form cannot easily be parsed. When formatted number is present, the non-formatted number MUST NOT be present. |
| / Telephone/ InternationalCountryCode | S(0,1) | Contains the country code of the number. E.g. for Belgium: 32. <i>xsd:string</i> Values 0..9 are allowed. Please indicate the country code without preceding 00 and +sign. |
| / Telephone/ AreaCityCode | S(0,1) | Contains the area code of the number. E.g. for Brussels: 2. <i>xsd:string</i> Values 0..9 are allowed. Please indicate the area code without preceding 0. |
| / Telephone/ SubscriberNumber | S(1,1) | Contains the subscriber number. <i>xsd:string</i> Values 0..9 are allowed |
| / Telephone/ Extension | S(0,1) | Contains the extension of the number. <i>xsd:string</i> Values 0..9 are allowed |
| / ApplicationMethod/ InternetEmailAddress | S(0,1) L(100) | Contains the email address to be used when applying for the job can be done by means of mail. <i>xsd:string</i> |
| / ApplicationMethod/ InternetWebAddress | S(0,1) | Contains the URL for the web site to be used when applying for the job can be done my means of a website. <i>xsd:string</i> Must start with: http:// |
| / ApplicationMethod/ PostalAddress | S(1,1) | Contains the address where to apply. (S(0,1) in case of 'third-supplier' and JobDetailsViaURL) |
| / PostalAddress/ CountryCode | S(1,1) | Contains the country code. e.g. 'BE' for Belgium. <i>xsd:string [Enumerations];</i> - ISO 3166-1 two alpha code |
| / PostalAddress/ PostalCode | S(1,1) | Contains the postal code. <i>xsd:string</i> |
| / PostalAddress/ Region | S(0,1) | Contains the post area (in Dutch : 'postzone') e.g. 'AS' <i>xsd:string</i> |
| / PostalAddress/ Municipality | S(1,1) | Contains the city. <i>xsd:string</i> |
| / PostalAddress/ DeliveryAddress | S(0,1) | Contains the address information as one string OR in a decomposed way. The DeliveryAddress can be <u>used in 2 different ways</u> : - AddressLine (unstructured data) |

| | | |
|--|--------|--|
| | | or - StreetName and BuildingNumber (structured data) (Preferred method!) A combination is not possible. Within PositionOpening it is preferred to indicate the address in a decomposed way by using the elements StreetName and BuildingNumber. If this is not possible, use AddressLine. |
| / DeliveryAddress/ AddressLine | S(0,*) | Contains, in one string, the address how it will be printed on documents. xsd:string |
| / DeliveryAddress/ StreetName | S(0,1) | Contains the street name. xsd:string |
| / DeliveryAddress/ BuildingNumber | S(0,1) | Contains the street number and/or mailbox number. E.g. '12 bus 3' xsd:string |
| / PostalAddress/ Recipient | S(0,1) | Contains the name of a contact person and/or the organization's name . xsd:string |
| / Recipient/ OrganizationName | S(0,*) | Contains the organization's name where to apply. xsd:string |
| / ApplicationMethod/ InPerson | S(0,1) | Used when you need to apply by means of a personal application interview. |
| / HowToApply/ UserArea | S(0,1) | Contains the Belgian localizations. |
| / UserArea/ Comments | S(0,1) | Contains comments on the HowToApply section. xsd:string |
| / UserArea/ ContentPostedInformation | S(0,*) | Contains the documents the company would like to receive when applying for the job. xsd:string [Enumerations]: - Resume - Letter - Motivation (motivational letter) |

3.17.3 HowToApply Examples

1) Apply by means of phone; e-mail; website

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <HowToApply>
      <PersonName>
        <PreferredGivenName>Jan</PreferredGivenName>
        <FamilyName>Jansen</FamilyName>
        <Affix type="formOfAddress">Dhr</Affix>
      </PersonName>
      <ApplicationMethod>
        <Telephone>
          <FormattedNumber>02 123 45 67</FormattedNumber>
        </Telephone>
        <InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>
        <InternetWebAddress>http://www.companyABC.be</InternetWebAddress>
      </ApplicationMethod>
      <PostalAddress>
        <CountryCode>BE</CountryCode>
        <PostalCode>1000</PostalCode>
        <Municipality>Brussel</Municipality>
      </PostalAddress>
    </HowToApply>
  </PositionProfile>
</PositionOpening>
```



```
</PostalAddress>  
</ApplicationMethod>  
</HowToApply>
```

Result image:

Solliciteren:

1000 BRUSSEL-STAD

BELGIE

E-mail t.a.v Dhr. Jan Jansen - Email: apply@companyABC.be

Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67

Mogelijk te solliciteren via onze website: <http://www.companyABC.be>

Vermeld de referentie: companyABC_Reference

2) Apply In Person

```
<PositionOpening>  
  <PositionProfile xml:lang="NL">  
    <HowToApply>  
      <PersonName>  
        <FormattedName>Mijnheer Jan Jansen</FormattedName>  
      </PersonName>  
      <ApplicationMethod>  
        <PostalAddress>  
          <CountryCode>BE</CountryCode>  
          <PostalCode>1000</PostalCode>  
          <Municipality>Brussel</Municipality>  
        </PostalAddress>  
        <InPerson />  
      </ApplicationMethod>  
    </HowToApply>
```

Result image:

Solliciteren:

1000 BRUSSEL-STAD

BELGIE

Persoonlijk aanbieden bij Mijnheer Jan Jansen

Vermeld de referentie: companyABC_Reference

3) Apply by means of letter and resume

```
<PositionOpening>  
  <PositionProfile xml:lang="NL">  
    <HowToApply>  
      <PersonName>  
        <FormattedName>Mijnheer Jan Jansen</FormattedName>  
      </PersonName>  
      <ApplicationMethod>  
        <PostalAddress>  
          <CountryCode>BE</CountryCode>  
          <PostalCode>1000</PostalCode>  
          <Municipality>Brussel</Municipality>  
        </PostalAddress>  
      </ApplicationMethod>  
      <UserArea>  
        <ContentPostedInformation>Letter</ContentPostedInformation>  
        <ContentPostedInformation>Resume</ContentPostedInformation>  
      </UserArea>
```

</HowToApply>

Result image:

Solliciteren:

1000 BRUSSEL-STAD

BELGIE

Schriftelijk met CV t.a.v. Mijnheer Jan Jansen

Vermeld de referentie: companyABC_Reference

4) Apply by means of phone, e-mail, website, in person and display of Organisation Name

<PositionOpening>

<PositionProfile xml:lang="NL">

<HowToApply>

<PersonName>

<PreferredGivenName>Jan</PreferredGivenName>

<FamilyName>Jansen</FamilyName>

<Affix type="formOfAddress">Dhr</Affix>

</PersonName>

<ApplicationMethod>

<Telephone>

<FormattedNumber>02 123 45 67</FormattedNumber>

</Telephone>

<InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>

<InternetWebAddress>http://www.companyABC.be</InternetWebAddress>

<PostalAddress>

<CountryCode>BE</CountryCode>

<PostalCode>1000</PostalCode>

<Municipality>Brussel</Municipality>

<DeliveryAddress>

<StreetName>Gasthuisstraat</StreetName>

<BuildingNumber>31</BuildingNumber>

</DeliveryAddress>

<Recipient>

<OrganizationName>companyABC</OrganizationName>

</Recipient>

</PostalAddress>

<InPerson></InPerson>

</ApplicationMethod>

</HowToApply>

Result image:

Solliciteren:

companyABC

Gasthuisstraat 31

1000 BRUSSEL-STAD

BELGIE

E-mail t.a.v Dhr. Jan Jansen - Email: apply@companyABC.be

Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67

Persoonlijk aanbieden bij Dhr. Jan Jansen

Mogelijk te solliciteren via onze website: <http://www.companyABC.be>

Vermeld de referentie: companyABC_Reference

5) Apply by means of phone, e-mail, website, in person and display of Organisation Name, using <AddressLine>

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <HowToApply>
      <PersonName>
        <PreferredGivenName>Jan</PreferredGivenName>
        <FamilyName>Jansen</FamilyName>
        <Affix type="formOfAddress">Dhr</Affix>
      </PersonName>
      <ApplicationMethod>
        <Telephone>
          <FormattedNumber>02 123 45 67</FormattedNumber>
        </Telephone>
        <InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>
        <InternetWebAddress>http://www.companyABC.be</InternetWebAddress>
        <PostalAddress>
          <CountryCode>BE</CountryCode>
          <PostalCode>1000</PostalCode>
          <Municipality>Brussel</Municipality>
          <DeliveryAddress>
            <AddressLine>Gasthuisstraat 11 – 1000 Brussel</AddressLine>
          </DeliveryAddress>
          <Recipient>
            <OrganizationName>companyABC</OrganizationName>
          </Recipient>
        </PostalAddress>
        <InPerson></InPerson>
      </ApplicationMethod>
    </HowToApply>
```

Result image:

Solliciteren:

companyABC

Gasthuisstraat 31 - 1000 Brussel

E-mail t.a.v Dhr. Jan Jansen - e-mail: apply@companyABC.be

Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67

Persoonlijk aanbieden bij Dhr. Jan Jansen

Mogelijk te solliciteren via onze website: <http://www.companyABC.be>

Vermeld de referentie: companyABC_Reference

3.18 SupportingMaterials

No longer supported (as from March 2015).

3.19 (PositionProfile) UserArea

3.19.1 (PositionProfile) UserArea Schema

| | | |
|---|------------------------|--|
| / PositionProfile/ UserArea | S(0/1) | Contains the Belgian localizations and VDAB specific additional information tags. |
| / UserArea/ Jobcoaching | S(0/1) | Use this element to indicate if jobcoaching is allowed. Jobcoaching is the aid to a jobseeker at the first steps in its new job. Allowed values : - true - false <i>xsd:boolean</i> |
| / UserArea/ PublicationSubset | S(0/*) | Use this element to indicate if the job has to be published in a specific subset. Allowed values : - true - false <i>xsd:boolean</i> |
| <i>name</i> | Required | A description of the publication subset. <u>The possible values must be agreed with partner (contact VDAB before use).</u> <i>xsd:string [Enumerations]:</i> - VLAAMSE ZEEHAVENS - HAVEN GENT - HAVEN ANTWERPEN - HAVEN ZEEBRUGGE - LUCHTHAVEN ZAVENTEM |
| / UserArea/ RequestedServiceLevel <i>Will no longer be available after 2021Q4.</i> | S(0/1) | Use this element to indicate which level of service the partner has to offer. Use must be agreed with the partner. <i>xsd:string [Enumerations]:</i> - Full service |
| / UserArea/ RequestedServiceLevelV2 | S(0/1) | Use this element to indicate which level of service the partner has to offer. Use must be agreed with the partner. PersonName and at least one contact method (telephone and/or email) are mandatory. |
| / RequestedServiceLevelV2/ PersonName | S(1,1) | Contains the name of a contact person to provide VDAB with additional information about the position. |
| / PersonName/ FormattedName | S(0,1) | Contains, in one string, the name how it will be printed on documents. |
| / RequestedServiceLevelV2/ Telephone | S(0,1) | Contains the telephone number of the contact person. |
| / Telephone/ FormattedNumber | s(0,1) L(28) | Formatted string. Contains a telecommunication number string representation. This de-normalized form cannot easily be parsed. |

| | | |
|--|------------------|---|
| / RequestedServiceLevelV2/ Email | S(0,1) L(100) | Contains the email address of the contact person. |
|--|------------------|---|

3.19.2 RequestedServiceLevelV2 example

```

<PositionOpening>
  <PositionProfile xml:lang="NL">
    <UserArea>
      <RequestedServiceLevelV2>
        <PersonName>
          <FormattedName>Jan Jansen</FormattedName >
        </PersonName>
        <Telephone>
          <FormattedNumber>02 123 45 67</FormattedNumber>
        </Telephone>
        <Email>jan.jansen@companyABC.be</Email >
      </RequestedServiceLevelV2>
    </UserArea>
  </PositionProfile>
</PositionOpening>

```

3.20 NumberToFill

3.20.1 NumberToFill Schema

| | | |
|--|--------|--|
| /PositionOpening/ NumberToFill | S(0,1) | Contains the number of open jobs as described in the position profile. The default value is '1'. Max value is '99'. <i>xsd:integer</i> |
|--|--------|--|

3.20.2 NumberToFill Example

```

<PositionOpening>
  ...
  <NumberToFill>2</NumberToFill>

```

4 Extra specifications on how to use HR-XML:

4.1 How to use 'HowToApply'

The 'HowToApply' tag contains information on how the candidate needs to apply. It may include the name of a contact person.

Below is depicted the 'raw structure' of the 'HowToApply' tag. (For more information on the 'HowToApply' tag, [see above.](#))

```
HowToApply
  PersonName
  ApplicationMethod
    Telephone
    InternetEmailAddress
    InternetWebAddress
    PostalAddress
  InPerson
  UserArea
    Comments
    ContentPostedInformation
```

If an application method is applicable, the correspondent tag has to be filled out. E.g. when the candidate has to send a resume. The 'HowToApply\ApplicationMethod\PostalAddress' has to be filled out along with an indication in 'HowToApply\UserArea\ContentPostedInformation' that a 'Resume' is expected. It is also possible to indicate a contact person (in 'HowToApply\PersonName').

When the receiving party encounters a defined 'HowToApply' subtag, it means that the application method in question may/must be used ('must': if there is only one indication of an application method; 'may': if there is more than one indication of an application method). The value within the tag indicates the value that must be used. E.g. if the 'HowToApply/ApplicationMethod/InternetEmailAddress' is available the candidate has to/ may use an e-mail to apply for the position. The address to be used is indicated in between the 'InternetEmailAddress' tags independent of other e-mail addresses used within the provided xml.

4.2 Used competencies

4.2.1 Language

| | |
|---|---|
| Competency name | Language |
| TaxonomyId | ISO 639-1 |
| Taxonomy Description | Two-character language codes in accordance with ISO 639-1 |
| CompetencyEvidence with NumericValue required? | Yes |

Example:

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>
      <Competency name="Language" required="true">
        <CompetencyId id="EN" description="English"/>
        <TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>
        <CompetencyEvidence>
          <NumericValue minValue="1" maxValue="5">5</NumericValue>
        </CompetencyEvidence>
      </Competency>
```

4.2.2 Drivers License

| | |
|---|--|
| Competency name | Drivers License |
| TaxonomyId | 91/439/EEC |
| Taxonomy Description | Directive 91/439/EEC of 29 July 1991 on driving licenses |
| CompetencyEvidence with NumericValue required? | No. |

Example:

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <Competency name="Drivers License" required="true">
        <CompetencyId id="B" description="drivers license categorie B"/>
        <TaxonomyId id="91/439/EEC" description="Directive 91/439/EEC of 29 July 1991 on driving licenses"/>
      </Competency>
```

4.2.3 Study Code

| | |
|---|---|
| Competency name | Study Code |
| TaxonomyId | StudyCodes 2.0 |
| Taxonomy Description | List with common study codes as defined by VDAB version 2.0 |
| CompetencyEvidence with NumericValue required? | No. |

Example:

```
<PositionOpening>
  <PositionProfile xml:lang="NL">
    <PositionDetail>

      <Competency name="Study Code">
        <CompetencyId id="BAE3AXH" description="Ac. bach. Toegepaste economische wetenschappen"/>
        <TaxonomyId id="StudyCodes 1.0" description="List with common study codes as defined by VDAB version 1.0"/>
      </Competency>
```

4.3 Used taxonomies

4.3.1 Language

Id: ISO 639-1

Description: Two-character language codes in accordance with ISO 639-1

Values: <https://partners.vdab.be/partners/openservices-technisch>

4.3.2 Drivers License

Id: 91/439/EEC

Description: Directive 91/439/EEC of 29 July 1991 on driving licenses

Values:

| CODE | KORTE OMSCHRIJVING |
|------|--|
| A | Motorfietsen < 25 kW (18j.) en motorfietsen > 25 kW (21 j./ 2 j. lichte A) |
| A3 | Bromfietsen tot 45 km/h, trikes htm >270 kg en quads htm > 750 kg |
| B | Auto's <. 3,5t en max. 8 plaatsen |
| B+E | Auto's <. 3,5t en max. 8 plaatsen met aanhangwagens htm > 750 kg |
| C | Zware vrachtwagen htm > 7,5t |
| C+E | Zware vrachtwagen htm > 7,5t met aanhangwagens htm > 750 kg |
| C1 | Kleine vrachtwagen htm < 7,5 t |
| C1+E | Kleine vrachtwagen htm < 7,5 t met aanhangwagens htm > 750 kg |
| D | Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder |
| D+E | Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder en aanhangwagens |
| D1 | Autobus/autocar > 8 en < 16 zitplaatsen + 1 voor bestuurder |
| D1+E | Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder +aanhangwagens |
| G | Landbouwvoertuigen |

< should be replaced by **<**
> should be replaced by **>**

4.3.3 Study codes

Id: StudyCodes 2.0

Description: List with common study codes as defined by VDAB version 2.0

Values: <https://partners.vdab.be/partners/openservices-technisch>

Contact : openservices@vdab.be

5 XML-file upload procedure (production environment)

5.1 Upload via VDAB FTP-server

Every customer (company) has its own personal directory on the VDAB FTP-server (<ftp.vdab.be>). To log in you need a username and a password. After logging in you automatically will be redirected to your home directory. This directory contains the following subdirectories:

- /in
- /out
- /processed

The xml-files to upload need to be placed in the **'/in'** directory. You can choose the file name yourself. After uploading the file a second file needs to be sent with the same name (including the extension) with the extension **'end'**. This file is for control purposes to indicate that all the data in the first file was sent.

E.g. File to upload: vacature198.xml
Control file: vacature198.xml.end

The files are processed every 15 minutes (between 8:00 and 17:00). When processed the control files are deleted and the processed files are moved to the **'/processed'** directory. The file name receives a prefix with the date and time (format: yyyyMMdd_HH_mm_ss_) on which the processing started. The result of the processing is moved to the **'/out'** directory in XML format and (if requested) is also sent to the user by e-mail. The resulting file also receives a prefix, more specifically "result_" followed by the date and time (format: yyyyMMddHHmmss_).

OK : The file didn't cause any problem while being processed

E.g. OK_20090901120420_Vacature198.xml
OK_20090901120420_Vacature198.xml.end

WARNING : A minor problem occurred while being processed, but the vacancy ended up in our database and will be published.

E.g. WARNING_20090901120430_Vacature200.xml
WARNING_20090901120430_Vacature200.xml.end

ERROR : A severe problem occurred while being processed. As such the process stopped. The vacancy will not be published.

E.g. ERROR_20090901120440_Vacature202.xml
ERROR_20090901120440_Vacature202.xml.end

If XML processing has been successful (OK and WARNING files) the PositionOpening will be further processed and published if needed. Publishing result will be available at <https://www.vdab.be/werkzoeken>.

5.2 Upload via web services

VDAB supports REST (Representational State Transfer) and SOAP (Simple Object Access Protocol) architecture. Send e-mail to HR-XML@vdab.be for more information.

6 XML-file upload procedure (test environment)

6.1 Upload via VDAB FTP-server (test environment)

Every customer (company) has its own personal directory on the VDAB FTP-server(<ftp.vdab.be>). To log in you need a (test_) username and a password. After logging in you automatically will be redirected to your home directory. This directory contains the following subdirectories:

- /VAC_IN
- /VAC_OUT
- /VAC_PROCESSED

The xml-files to upload need to be placed in the **'/VAC_IN'** directory. You can choose the file name yourself. After uploading the file a second file needs to be sent with the same name (including the extension) with the extension **'end'**. This file is for control purposes to indicate that all the data in the first file was sent.

E.g. File to upload: vacature198.xml
Control file: vacature198.xml.end

Contact : openservices@vdab.be

The files are processed every 15 minutes (between 8:00 and 17:00). When processed the control files are deleted and the processed files are moved to the '/VAC_PROCESSED' directory. The file name receives a prefix with the date and time (format: yyyyMMddHHmmss_) on which the processing started. The result of the processing is moved to the '/VAC_OUT' directory in XML format and (if requested) is also sent to the user by e-mail. The resulting file also receives a prefix, more specifically "result_" followed by the date and time (format: yyyyMMddHHmmss_).

OK_ : The file didn't cause any problem while being processed

E.g. OK_20090901120420_Vacature198.xml
OK_20090901120420_Vacature198.xml.end

WARNING_ : A minor problem occurred while being processed, but the vacancy ended up in our database and will be published.

E.g. WARNING_20090901120430_Vacature200.xml
WARNING_20090901120430_Vacature200.xml.end

ERROR_ : A severe problem occurred while being processed. As such the process stopped. The vacancy will not be published.

E.g. ERROR_20090901120440_Vacature202.xml
ERROR_20090901120440_Vacature202.xml.end

If XML processing has been successful (OK and WARNING files) the PositionOpening will be further processed and published if needed. Publishing result will be available at <http://www-trn.vdab.be/werkzoeken>.

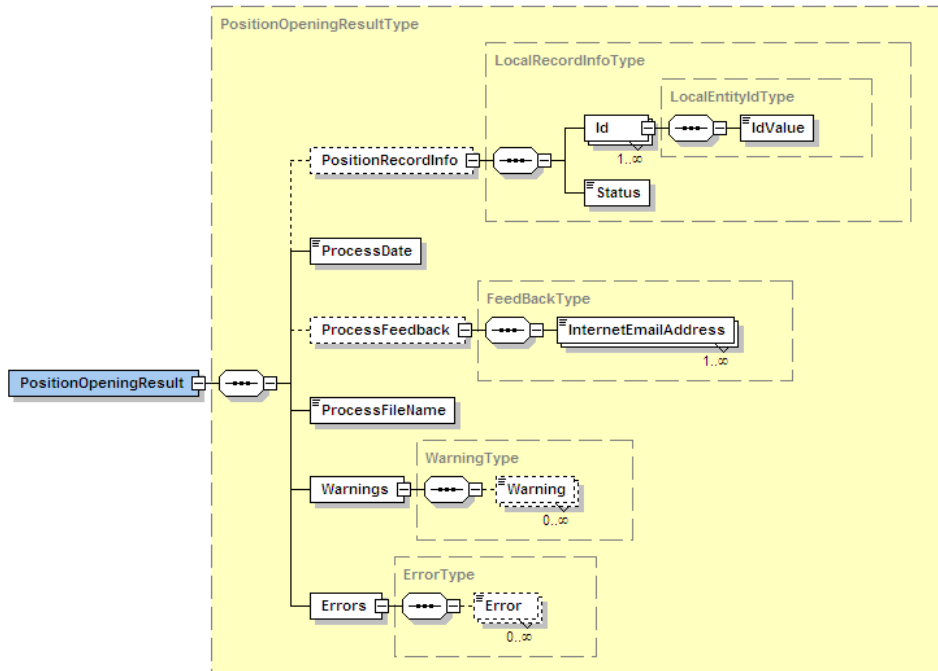
6.2 Upload via web services

VDAB supports REST (Representational State Transfer) and SOAP (Simple Object Access Protocol) architecture. Send e-mail to hrxml@vdab.be for more information.

7 The format of the result file

The result file will contain some xml tags describing the record being processed and possible error or warning messages.

7.1 PostionOpeningResult Diagram



7.2 PositionOpeningResult Schema

| Element or <i>attribute</i> | Occurrence Sequence Choice (Min/MaxOccurs) Length(Max) | Description, <i>possible values</i> |
|------------------------------|--|--|
| PositionOpeningResult | S(1,1) | General information regarding the position opening. Contains a unique Id for the job opening and the status of the job opening. |
| PositionRecordInfo | S(0,1) | Contains a unique Id for the job opening and the status of the job opening. |
| Id | S(1,*) | Contains and unique Id for the job opening. |
| <i>idOwner</i> | Required | A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. xsd:string |
| IdValue | S(1,1) | Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. xsd:string |
| Status | S(1,1) | Contains the status of the job opening. xsd:string [Enumerations]: <ul style="list-style-type: none"> - Active: The position opening is active. - Inactive: The position opening is inactive, and can no longer be activated in the future. - Pending: The position opening is temporarily put on 'hold', and can be activated later. |

| | | |
|----------------------|----------|--|
| <i>validFrom</i> | Optional | Specifies from when the position opening needs to be published. <i>xsd:string Format : yyyy-dd-dd</i> <i>e.g. 2006-03-05</i> |
| <i>validTo</i> | Optional | Specifies until when the position opening needs to be published. <i>xsd:string Format : yyyy-mm-dd</i> <i>e.g. 2006-03-05</i> |
| ProcessDate | S(1,1) | Indicates the date and time on which the processing took place. <i>xsd:string Format : yyyy-mm-ddThh:mm:ss</i> <i>e.g. 2006-03-05T17:47:46</i> |
| ProcessFeedback | S(0,1) | Contains the email address(es) to which the PositionOpeningResult has been sent. |
| InternetEmailAddress | S(1,*) | Contains the email address of the contact. <i>xsd:string</i> |
| ProcessFileName | S(1,1) | Contains the file name that has been processed. <i>xsd:string</i> |
| Warnings | S(1,1) | The PositionOpeningResult can contain on one ore more Warnings by using multiple Warning elements within Warnings. |
| Warning | S(0,*) | Contains a warning message. <i>xsd:string</i> |
| Errors | S(1,1) | The PositionOpeningResult can contain on one ore more Errors by using multiple Error elements within Errors. |
| Error | S(0,*) | Contains an error message. <i>xsd:string</i> |

7.2.1 Examples of the different file types: (Remark: the data are fictitious!)

Example of an 'OK' file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
  <PositionRecordInfo>
    <Id idOwner="VDAB">
      <IdValue>50331305</IdValue>
    </Id>
    <Id idOwner="FOREM">
      <IdValue>699094</IdValue>
    </Id>
    <Status validTo="2010-07-20" validFrom="2010-06-08">Active</Status>
  </PositionRecordInfo>
  <ProcessDate>2010-07-07 08:03:33</ProcessDate>
  <ProcessFeedback>
    <InternetEmailAddress>info@forem.be </InternetEmailAddress>
  </ProcessFeedback>
</ns2:PositionOpeningResult>
```

Example of an 'ERROR' file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
  <PositionRecordInfo>
    <Id idOwner="FOREM">
      <IdValue>666947</IdValue>
    </Id>
    <Status validFrom="2010-06-30">Inactive</Status>
  </PositionRecordInfo>
  <ProcessDate>2010-07-07 19:59:06</ProcessDate>
  <ProcessFeedback>
    <InternetEmailAddress>info@forem.be</InternetEmailAddress>
  </ProcessFeedback>
  <Errors>
    <Error>Ongeldige status</Error>
  </Errors>
</ns2:PositionOpeningResult>
Contact : openservices@vdab.be
```

Example of a 'WARNING' file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
  <PositionRecordInfo>
    <Id idOwner="VDAB">
      <IdValue>50328910</IdValue>
    </Id>
    <Id idOwner="FOREM">
      <IdValue>703191</IdValue>
    </Id>
    <Status validTo="2010-07-13" validFrom="2010-06-30">Active</Status>
  </PositionRecordInfo>
  <ProcessDate>2010-07-06 19:01:38</ProcessDate>
  <ProcessFeedback>
    <InternetEmailAddress>info@forem.be</InternetEmailAddress>
  </ProcessFeedback>
  <Warnings>
    <Warning>aantal vacatures niet opgegeven</Warning>
  </Warnings>
</ns2:PositionOpeningResult>
```

8 Additional information

8.1 Job experience presentation

All submitted information will be expressed as one of the following values:

< 6 months => Geen ervaring (*No experience*)

>= 6 months and < 2 years => Beperkte ervaring (*Limited experience*)

>= 2 years en < 5 years => Minstens 2 jaar ervaring (*At least 2 years of experience*)

>= 5 years => Minstens 5 jaar ervaring (*At least 5 years of experience*)

8.2 Language knowledge presentation

All submitted information will be expressed as one of the following values:

1 = helemaal niet (*not at all*)

2 = in beperkte mate (*limited*)

3 = goed (*good*)

4 = zeer goed (*very good*)

8.3 FormattedPositionDescription/Value (chapter 3.16.1)

Best practice is to include a CDATA section to avoid parse errors due to conflicting characters accordingly to XML. Markup (e.g. HTML tags) is not allowed in these sections, as they might conflict with VDAB styles.

There is however a white list of authorized HTML tags:

**
, <p>, , , , <i>, , , <ins>, <u>, , , .**

```
<FormattedPositionDescription>
  <Name>requiredQualifications</Name>
  <Value>
    <![CDATA[
      <ul>
        <li>Je behaalde een universitair diploma (Licentiaat Romaanse Filologie).</li>
        <li>Je hebt minstens 5 jaar ervaring als lesgever.</li>
        <li>Je beschikt over een grondige kennis van het (commercieel) Frans.</li>
        <li>Je beschikt over een goede kennis van het Portugees.</li>
        <li>Je bent vertrouwd met een derde Romaanse taal (ES of IT).</li>
        <li>Daarnaast beschik je over een zekere technische bagage (tekstverwerker, e-mail, ...).</li>
      </ul>]]>
    </Value>
</FormattedPositionDescription>
```

1 Lesgever Romaanse talen (M/V) (BRUSSEL-STAD)

In de voormiddag geef je opleiding Frans aan cursisten management assistent en medewerker personeelszaken (niveau B2 en C1).

In de namiddag ben je webcoach voor Portugees en ga je mails van klanten in het Portugees verbeteren.

Je helpt de cursisten in een derde Romaanse taal (Spaans of Italiaans).

Gezocht profiel:

- Je behaalde een universitair diploma (Licentiaat Romaanse Filologie).
- Je hebt minstens 5 jaar ervaring als lesgever.
- Je beschikt over een grondige kennis van het (commercieel) Frans.
- Je beschikt over een goede kennis van het Portugees.
- Je bent vertrouwd met een derde Romaanse taal (ES of IT).
- Daarnaast beschik je over een zekere technische bagage (tekstverwerker, e-mail, ...).