

Facebook and CareerBuilder Jobs FAQ (in Beta)

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Partnership Overview and Setup

How do I locate the needed Company Page ID that CareerBuilder needs for posting my jobs?

This is no longer a requirement for posting jobs to Facebook. Facebook will locate the appropriate company ID from your Facebook Company Page URL. Feel free to include your page ID, or enter any random 10 digit code as this will not be used.

When a job gets posted to Facebook, will it automatically trigger a message on the company page news feed?

No, by default a message will not be generated when a job is posted to your Facebook page. This is currently not a configurable option, and it will be up to your social media team to decide when to share job postings to your news feed.

Is there any additional cost to post my jobs on Facebook?

No, there is no additional cost. CareerBuilder is continually looking for new ways to increase exposure for your CareerBuilder job postings, and Facebook Jobs is one of those partnerships.

Our integration with Facebook is currently in **Beta**, so some minor errors may occasionally arise. While we are not able to provide the same level of SLA as we do on CareerBuilder.com, please note we are communicating with Facebook frequently and helping them to identify any technical issues.

Posting Jobs

What jobs are eligible for Facebook?

At this time, only CareerBuilder US public job postings that are internal apply without screener questions are eligible. If there are any additional steps or questions in your application process (outside of uploading a resume) that prompt the job seeker for information, this job will be ineligible to be sent to Facebook.

Can I segment which of my eligible jobs I want to be distributed to Facebook?

No, any and all new job postings on the account that are eligible (CareerBuilder US Public Job Product with Internal Apply and No Screeners) will be sent to Facebook.

How will my job postings be displayed on Facebook?

Your company will be named as the source of the job, not CareerBuilder. The content of each job will be presented the same as it exists on CareerBuilder, but Facebook may include a relevant stock photo or image above the job itself.

Where will my jobs appear on Facebook?

Your jobs will be found in [Facebook.com/jobs](https://www.facebook.com/jobs), which aggregates all the job postings across Facebook. Additionally, Facebook may include your jobs within job alerts sent to users within the Facebook Messenger channel.

I can't find my job on Facebook.com/jobs, what should I do?

Sometimes the job may still be in the approval stages and you should check back later. If you still not see your job, please verify that it meets the eligibility requirements and does not contain and form of screener questions. Even a Review Requirements screener asking whether they meet the requirements of the jobs will prevent you from posting on Facebook. If you cannot find your job, you may submit a support request.

Please note, Facebook is still in the Beta phase of development, and we cannot guarantee an immediate turnaround time. However, CareerBuilder will see the support requests and will work with the Facebook team to troubleshoot as quickly as possible.

How long can my job postings be?

Facebook currently supports a maximum of 5,000 characters for the combined Job Description and Job Requirements sections. Job postings which contain more than 5K characters will be truncated once the posting reaches 5K characters, and no additional text will be displayed.

Does Facebook support HTML markup in my job postings?

No. Facebook does not currently support HTML markup in job postings. CareerBuilder does the best we can to honor line breaks and any formatting we can support, but we cannot currently support bulleted lists, bold font, or underlined text.

How quickly will my jobs be available on Facebook?

We currently process all eligible jobs four times per day, but Facebook also has an additional review process with all job postings. This verification could take up to a few hours but should be no longer than 24 hours.

If I make changes and/or delete a job, will that be reflected on my Facebook page?

Yes, any changes you make to your jobs on CareerBuilder will automatically be updated on all platforms that your jobs are currently posted to, including Facebook.

How can I remove my jobs from Facebook jobs?

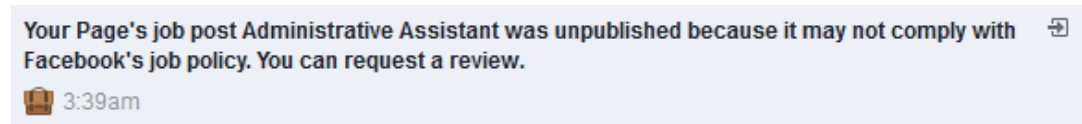
If for some reason you no longer want to distribute your jobs to Facebook jobs, please disable the approval granting CareerBuilder access to the Facebook company page and notify your sales rep.

I have multiple brands and/or multiple locations that each have their own Facebook Company Profile Page. Can I post to each individual page?

No. As of right now, we are only able to integrate with one Facebook company page. All jobs from your account will be sent to one page.

Why was my job posting rejected?

Facebook reserves the right to reject any job postings that does not comply with their [Page Terms: Section F](#). If any of your jobs are unpublished due to compliance issues, you have the right to appeal the removal. To submit a request, click on the notification message. Please note that this has to be done on a per-job basis.



The notification takes you to another page where you'll see the following message at the top:



Click on the link to **Request a Review**. A dialog box appears for you to provide details.

A screenshot of a dialog box titled "Appeal a Rejected Job Opening" with a close button (X) in the top right corner. The text inside reads: "Tell us why your job listing rejection should be overturned" followed by "Please give us as much detail as possible to help resolve your problem. If we've made a mistake, we'll approve your job listing as soon as we can." Below the text is a large empty text input field. At the bottom right of the dialog box is a blue "Submit" button.

Receiving Applications

How will job seekers apply to jobs within Facebook jobs marketplace?

All job applications will take place within the Facebook platform. Job seekers will need to use their Facebook profile to apply to all jobs. The typical contact information fields will be prepopulated, but applicants will have the option to edit that data if desired. Each applicant has the capability to add/edit data to their work experience and education. Facebook will not expose any personal interest data within the resume.

How do I receive applications that come from Facebook?

CareerBuilder will automatically send applications from Facebook to you the same way you receive applications from CareerBuilder today. Each “resume” will be identifiable as coming from Facebook using the header:

“----This file was auto-generated using Facebook application information----”

What information do I get from a Facebook application?

Facebook allows users to apply using their profile information including:

- Name
- Email Address
- Location (City/State)
- Phone Number
- Experience (Company Name, Position, Month/Year)
- Education (School Name, Area of Study, Year)

At this time, Facebook does not allow additional documents to be uploaded and included with their application.

Why am I receiving direct messages from job seekers?

Due to the nature of social media and how people interact with one another online, you will likely see the amount of messages you receive from job seekers increase. Ambitious job seekers may follow your company page or reach out to you after applying to ensure you got their application and to inquire about next steps.

Can users apply multiple times to the same job on Facebook?

No. Users are only allowed to submit one application per each posting.

If I receive applications via email with internal apply, will I continue to receive those applications through email when posting jobs on Facebook?

Yes. If your jobs are setup to receive applications via email with internal apply, you will continue to receive those applications. All normal features related to internal apply, whether they be application receipt for employers, job seeker emails such as post apply confirmation, auto response letters, Talent Network auto-join (if applicable), will continue as normal.

If I'm using applink, will the applications from Facebook be sent to my ATS?

Yes. If applink is set up, Facebook applications and candidate data will be sent to your ATS.

Can I view how many applications are generated from Facebook Jobs?

Similar to our partnership with Google and other efforts, CareerBuilder does not report on the source of each applicant.