Tips for Creating Awesome Electronic Job Descriptions

How to Ensure that Our JD Parser Can Read Your Job Descriptions with Perfection?

Your job descriptions need to be a perfect match for an electronic search.

RChilli is the most trusted partner for Parsing, Matching, and Data Enrichment for global recruiting platforms. Typically, our clients are ATS, job boards, and enterprises who need the ability to parse large amounts of resumes/jobs in a scalable manner. We are currently helping more than 1600 customers in 33+ countries.

Unfortunately, many recruiters do not pay attention to the fact that the job descriptions need to be understood by a JD parser. Creating visually aesthetic job descriptions holds no value if they fail to comply with the benchmark of getting read through a JD parser.

A JD parser can easily understand a job description that follows all the set guidelines.
Let's check out some tips for creating perfect job descriptions.

1. Fix the Conversion Issue

A JD parser starts parsing with the text that it gets from document conversion or direct text input.

Make sure that your job descriptions do not include the following:

- Scanned PDF-Scanned documents are difficult to parse as they depend on OCR conversion, and most of the time, OCR conversion may not be 100% accurate
- Corrupted PDF
- Password Protected PDF
- Jumbled data
- Non-text format PDF
- If your job description is in Word document, make sure it doesn't include frame/textboxes as they create issues with text conversion.

2. Tables

We all believe that putting information in tables will make it look organized. However, a JD parser faces issues when it is put in the following way:

Parallel information appears

Example:

Job Profile	Software Developer
JobCode	J011102
Salary	USD 45000

This information will appear as below and cannot be parsed.
Job Profile
JobCode
Salary
Software Developer
J011102
USD 45000

3. Hidden Fields

 Do not use the following in the job description:
• Document property fields
• Any hidden data in document

4. Case Sensitivity

Case sensitivity matters a lot in extracting entities like Job Title, Organization name, Person name etc. They must start with capital letters.

5. Boundary Separation

Please keep in mind the following tips while writing a job description.
• Entities or blocks should be separated from each other.
• Text should be written with proper line breaks.

e.g.
WRONG
Salary : not Disclosed Job Code: 012812182

Salary: not Disclosed
Job Code: 012812182
or
Salary: not Disclosed   Job Code: 012812182

6. Proper Keywords and Headings

It is always advisable to write keywords in front of the entity values. Our JD parser might not able to extract some entities if not written with a keyword. Also, try to use a simple keyword/ heading than combined multiple keywords or complex keywords.

e.g PostOnDate, CloseDate, Bill Rate, Interview timing, Interview place, etc.

7. Ambiguous Information

Do not write duplicate information. Our software will pick only one value depending on the algorithm.
e.g.

UI Developer

2-6 years
2,00,000-5,00,000 P.A.

Bhopal, Indore

Job Description

We are looking for immediate joinees for the position of **Software Developers** with 2+ years of experience in UI(Angular JS/JavaScript/React JS),

Educational Qualification: BE/B.TECH/BCA/MCA (Branch CS/IT/EC)
Work Exp: 2+ Years
Shift Timing: 6:00 PM 3:00 AM (Permanent Night Shift/US Shift)
Week of: 5 Working days(Monday-Friday)
Salary: Excellent salary with extra project bonus.
Location: Indore/ Bhopal

Thanks for reading! Trust it helps.