



Step-by-Step Instructions: Create a CSV

1. To create a CSV file for uploading contacts into Jobster, begin by opening up an Excel spreadsheet.
2. Next, create header rows using the following 3 titles:
 - Email,
 - First name and
 - Last name.

You can also upload more detailed information about these contacts in your spreadsheet. Please see the attached Jobster **CSV Jobster Standard Fields** document to see what header fields are allowed.

Please note: These titles must be listed on your CSV, exactly as written in the **Jobster Standard Fields document**, or the information will not load properly.

3. Next, enter in or copy and paste the email address, first name, and last name for each contact into the corresponding fields.
 4. When you're done entering all of the contacts you wish to upload, save the file as a **CSV file** so that it can be imported into Jobster. **CSV** stands for **Comma Separated Value**, which is the format needed to upload your contacts into Jobster's service. **To save as a CSV**, click the **File** menu in the top left corner of your screen, and select **Save AS**.
 5. Choose a location to save your file that will be easy to find when you are ready to upload. Also, name your file a descriptive title. You may want to put it on your desktop, or create a special contact folder.
 6. From the **Save as type** drop down list, Select the **CSV (Comma delimited) (*.csv)** option. **Hint:** You may have to scroll to find it.
 7. Lastly, click the **Save** button. If you get an additional prompt be sure to click the **OK** button.
 8. Your file is now saved as a **CSV file!** You can now close out of Excel and log into Jobster where you are now ready to upload your file.
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Jobster CSV Standard Fields

Jobster's Talent Network management allows you to store lots of information about contacts in your network. You can bulk upload or hand-enter any of the following CSV information fields.

Important note: You must list these titles exactly as they are written here, or the information will not upload properly.

- Email
 - First Name
 - Last Name
 - Company Name
 - Company Title
 - Company From
 - Company To
 - Mailing Address
 - Location
 - Work Phone
 - Home Phone
 - Mobile Phone
 - Other Phone
 - Alternate Email
 - Professional Highlights
 - Education From
 - Education To
 - School
 - Degree
 - Association Name
 - Association Role
 - Web Page
 - Quick Info
 - Note
 - Compensation
 - Will Relocate
 - Birthday
 - Immigration Status
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