



Step-by-Step Instructions: Import Contacts from an Excel CSV File

1. To **Import an Excel CSV** contact file into the Jobster service, start at the **Dashboard**.
 2. Click the **ADD CONTACTS** button. The Add Contacts page appears.
 3. Next, select the **Advanced import** link. The **Advanced import** page appears.
 4. Review Step 1, and select **MS Excel** from the drop down list.
 5. Next, select **Browse** to locate your MS Excel CSV document. Navigate to the file and select the **.CSV** contact list you'd like to upload.
 6. Next, click the **Open** button to upload the list.
 7. Once, you have your contact list in place, you have the option to categorize these new contacts into folders to help you remember where names live. Here, select the appropriate **Job Function** and **Folder** you'd like. You can also create a new folder if necessary.
 8. Next, look at **Contact visibility**, determine if you'd like these contacts to be viewed only by you, or if you'd like to share them with your colleagues.
 9. Check the box if these contacts are employees of your company.
 10. Click the **Continue** button.
 11. The **Review field mapping** page appears. This page will show you how your contact information column headings match to the Jobster Standard Fields. If your fields do not match with Jobster's Standard Fields, your contact information will not import. Be sure these match. Consult the **Standard Fields Document** below for more information.
 12. Lastly, click the **Import now** button. **That's it! You're done!** The **Contacts imported** page appears letting you know your contacts have been imported successfully.
-



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
 - Employment Start Date
 - Employment End Date
 - Company Name
 - Company Title
 - 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
-