WordPress Full Sync

Job Board · https://learning.pcrecruiter.net/site/docs/job-board/wordpress-plugin/

The PCRecruiter Extensions plugin offers two ways to display your PCRecruiter jobs on your WordPress site. Choose the method that best fits your needs:

- **iFrame Embed** - Quick and simple, embeds PCRecruiter's job board by placing a pcrecruiter.net window into the page. All functionality and styling are controlled within PCR. The job search and listings are displayed within a single page on the WordPress site. Seamless to the jobseeker, easy to implement, but results in less friendly job URLs and sharing or SEO options.
  - The plugin also offers an **RSS Feed** feature, which periodically downloads an XML file of the current job openings into WordPress's upload folder. This can be useful for pulling job data out for manipulation when not using the full sync function.
- **Full Job Sync** - Advanced integration that syncs jobs to WordPress with searchable job pages. The job search and listings are handled by WordPress and are fully matched to the theming and structure of the website. More involved configuration and setup, but greater control and SEO capabilities. The 'apply' steps remain handled via iframe.
- **Custom Forms** - The plugin can also embed Custom Forms, which are one-way registration forms to add contacts to the database or to trigger an iframe mode job search.

Requirements

- **WordPress 6.5 or newer.** Earlier versions are not supported — the plugin will not activate on them. (Block Bindings, used for dynamic job fields in the Site Editor, also require 6.5.)
- **PHP 7.4+**
- **MySQL 5.6+** with InnoDB storage engine (for fulltext search support)
- **AI Job Summaries (optional):** WordPress 7.0 or newer, with an AI provider connected under Settings → Connectors. Everything else works on 6.5.

NOTE: In full sync mode, the plugin creates a fulltext index on your WordPress database during activation to enable fast keyword searching. If your hosting doesn't support fulltext indexes (rare), keyword searches on the job board return an error instead of jobs. Tools → Site Health reports whether the index exists and, if not, the reason the database gave (see **Site Health Checks** under Troubleshooting). The iframe mode does not interact with the WordPress software or database at all, and only adds HTML and JavaScript to the page when loaded.

Installation

1. **Install from WordPress.org:**
   - Go to **Plugins → Add New**
   - Search for "PCRecruiter Extensions"
   - Click **Install Now**, then **Activate**
2. **Or install via upload:**
   - Download from https://wordpress.org/plugins/pcrecruiter-extensions/
   - Go to **Plugins → Add New → Upload Plugin**
   - Choose the ZIP file and click **Install Now**
   - Click **Activate**

Full Job Sync Method (Advanced)

If you are looking for information on the **simple iframe embed method**, the Custom Forms, or the RSS function of the plugin, see this document.

IMPORTANT: *This method directly alters and updates your WordPress database.* We highly recommend backing up your website and/or working with a development setup on both WordPress and PCR as a precaution before implementing the Full Sync. If you are already using the PCR Job Board in your site, setting up the Full Sync in the active configuration will affect your live setup and its URLs - ask Main Sequence for a duplicate to work with if you are attempting your own implementation.

Full Job Sync creates a true WordPress integration where jobs from PCRecruiter are synced to your WordPress database as individual posts. Each job gets its own WordPress page with a unique URL, making them searchable, SEO-friendly, and fully customizable with your theme.

NOTE: The plugin enables a fulltext index on your WordPress database when first activated, which allows all keyword searching to be directly managed by WordPress. If your hosting doesn't support fulltext indexes (rare), keyword searches on the job board return an error instead of jobs. Tools → Site Health reports whether the index exists and, if not, the reason the database gave (see **Site Health Checks** under Troubleshooting).

In the WordPress admin, you will see a "Jobs" item in the left sidebar. Each job is a WordPress post with all of the data synced from PCR based on the fields included in the PCR Job Board configuration.

Because this setup pushes the jobs into WordPress and uses WordPress to search and display them, the appearance and function of the job board is configured partly in PCR and partly in WordPress. This setup is, consequently, more complex and requires coordination of the website and PCR configuration.

Upgrading from Version 1.x: Settings from older versions are automatically migrated when you upgrade. iFrame and RSS feed functions are the same in 2.0 and no manual action is required.

If you are switching from the iFrame method to the Full Sync, you may ask PCR Support to create a secondary configuration (aka 'duplicate Data Location') to allow the existing iframe method to carry on working while the sync version is built, and to have the 'jobboarddev' serial added to make sure no URLs are updated before launch.

Once launched, the plugin will attempt to redirect links for the old iframe URLs to their new equivalents.

WordPress Sync Setup

The WordPress API sync pushes job data as configured within the job board settings and field configurations. If the Results, Search, Register, Details, and other Job Board settings are empty, your job pages will be empty. See our Job Board documentation for more info.

1. Create Your Job Board Page

(If you already have a careers page, you can use that rather than creating a new page.)

1. Go to **Pages → Add New**
2. Give it a title (e.g., "Careers")
3. Add the 'jobmanager' shortcode. *Note that this is a different code than the database id version used for the iframe method.*

```
[PCRecruiter link="jobmanager"]
```

4. Click **Publish**
5. Verify that the URL is publicly reachable - the sync will not function if the URL cannot be reached from PCR's servers

2. Generate Security Token

1. Go to **Settings → PCRecruiter Extensions** in WordPress's menu.
2. Open the **Job Board Sync** tab
3. Click **"Generate Key"** button
4. A 256-character security token will appear in the text box
5. Click **"Save Changes"**
6. **Copy the security token** using the **Copy Key** button beside the box - you'll need it for step 3
7. Once PCR has connected, a status line under the token reports the database it is syncing, when it last pushed, and how many jobs have arrived. Until then it shows the setup steps still outstanding.

Important: Keep this token secure - it acts as the password authorizing PCR and WordPress to connect with each other.

3. Configure PCRecruiter WordPress Sync

This step requires administrator level access to your PCRecruiter database.

1. **In PCRecruiter, go to:** System → Job Board → WordPress Sync Settings
2. **Enter your WordPress information:**
   - **Page URL Containing PCR Job Board Shortcode:** The URL of the careers page you created/edited in Step 1. (The sync may work even if the shortcode is missing from the page, but the job search/list will not be rendered and only direct /jobs/ links will function.)

- **Security Token:** Paste the token from Step 2

3. **Other PCR Sync Settings:**
   - **Sync Type**:
     - Full Sync: Sends all jobs and screen configurations from scratch. Jobs will sync to WordPress within 5-15 minutes of initial configuration, depending on job quantity, site speed, and queues.
     - Differential Sync: Sends only changed jobs since the last run (new, modified, or deleted). Once a Full Sync has been run, subsequent synchronization is Differential. NOTE: If the Job Detail screen layout has been altered, a Full Sync may be required.
     - Disable: Turns off the sync.
     - Disable and Delete: Turns off the sync and deletes all the job postings from this database in WordPress. On a large board the removal can take more than one sync run: each run keeps what it removed, and PCR repeats the request on its next run until the board is empty.
     - Error Has Occurred: This means the last sync attempt failed. This could be related to issues with your configuration, a change in the URLs on WordPress, etc. and will require troubleshooting.
   - **Use this database to sync Result and Search settings:** The plugin can sync data from more than one database if the same Jobboard Security Token is copied into multiple databases. In these cases, only one database should be used to set the templates and other settings. This dropdown can be used to designate the database as a 'child' so that its settings / templates are not synced to the site.
   - **Display Company Info on Job:** If you are using the Company Name in postings or Schema data, this dropdown determines whether the plugin pulls in the Company Name from the company containing that Position in PCR or the default company name from System → Database Setup → Organization Details.
   - **Title Override Field:** By default, the plugin will use the Job Title from the Position record. This dropdown allows the configuration to pull a Position Custom Field value in place of the stock title. If a given job does not have the designated field, the stock Job Title will be used.

- **Radius Search Locale:** Sets the units (miles or kilometers) and the language used by the distance/radius search. The default is United States (miles). The *countries* which the location box searches are determined automatically from your jobs.
- **Last Sync Date and Time:** Indicates the most recent successful sync.
- **Percent Complete:** Indicates the progress of the current or most recent sync.

4. **Save settings**

Other Plugin Options:

Settings → PCRecruiter Extensions

The settings screen is split into a **Job Board Sync** tab and an **RSS Feed** tab. One **Save Changes** still saves both. The options below live on the Job Board Sync tab, grouped under **Connection**, **Pages and URLs**, **Display** and **Advanced** headings.

- **Primary Job Board Page** - The full URL of your primary job board page (where the `[PCRecruiter link="jobmanager"]` shortcode is placed). Pick the page from the dropdown beside the box to fill the URL in for you, or type it yourself. This URL is also used as the redirect location for visitors who land on the /job/ directory.
- **Job Permalink Format** - WordPress will use the Title of the job as the URL (e.g. mysite.com/job/my-open-role). However, you can choose to append the city, state, country, or position ID as well. This can be helpful in cases where there are multiple jobs with the same title.
  - If set to "auto", the extra element will only be appended to the title if there is already a job with that title. (e.g. The first "sales manager" job will be */sales-manager* and the next one will be */sales-manager-toledo-oh*).
  - The 'WordPress Position Field' option, when checked, will allow a Position Custom Field called "WordPress" to take precedence over all, replacing the entire URL slug with the contents of that sole field rather than the title and other fields. If no WordPress custom field exists on a given job, the Title+ field options will be used.
  - Regardless of permalink options, if the selected field(s) are not present in the job, the URL will omit them. For example, if you select 'State' but are not syncing state from PCR to WordPress, then it will not appear.

- **Job Not Found Page** - When a job is gone, the site will return WordPress's standard 404 Error. If you want to direct people to a specific page when they reach a 404 for a /job/ URL, such as a custom message page or the main job listing, enter the *relative URL path.*
- **Job Title & Image Tags** -
  - The title settings govern how the page title appears in the browser tab, search results, and link shares. The Job Title is always included, but you can also append city, state, country, Position ID, Job Type, and Company Name to it via these checkboxes.
  - If your site builder does not honor the Title Tag settings, the 'Force Titles' checkbox attempts to override it.
  - Use Position/Company logos from PCR (see SEO Features).
- **Strip Inline Styles** - Job descriptions in PCRecruiter can contain full HTML which may conflict with your site's CSS. Checking this box removes inline styles (e.g. style="color: red") from all elements in the description during sync to preserve font, color, and size control on the WordPress side.
- **Date Display Format** - If you are displaying Position Date Posted or Last Modified in your results or details pages, select your desired date format.
- **Posted Date Source** - By default a job is dated by PCRecruiter's own Date Posted. Choose a different field here and that field's date is used instead everywhere the posted date appears: the order of the job board, the date shown on results and job pages, "days ago" values, JobPosting schema, and sitemap freshness.
  - Any field holding a date works, whatever it is called. Common formats are recognized, with or without a time - 9/10/2026, 2026-09-10, 2022/04/21 11:33:59 and "September 10, 2026" are all understood.
  - A job whose field is empty, or holds something that is not a date, keeps PCRecruiter's Date Posted. The setting is applied job by job, so a partly filled field is safe.
  - The field supplies the date only. The time of day is the moment the job first synced, and is kept on later syncs so jobs sharing a date hold a steady order.
  - A date in the future is treated by WordPress as a scheduled post, so that job stays off the board until the date arrives.
  - Existing jobs keep their current date until they are re-synced. Run a Full Sync to apply the change to every job at once.

- **State Display Format**
  - As stored
  - Full name (e.g. "Ohio")
  - Abbreviation (e.g. "OH")
- **Job Map**
  - Enabling this adds an interactive map above your job board results and below the search form fields.
  - Pins always match what the visitor is currently looking at. Filtering the sidebar, running a keyword or radius search, or clearing filters updates the map with the list. Paging through results does **not** change the map — it keeps showing every matching job, not just the current page.
  - Several openings at the same location are grouped into one pin; clicking it lists those jobs. Clicking a single pin shows the job title, location and type, linking to the job page.
  - Expired jobs, if you have chosen to keep them visible, appear as greyed pins.
  - Visitors can collapse the map; the choice is remembered while they browse.
  - The map uses **OpenStreetMap**, so there is no Google account, API key or billing setup to configure. OpenStreetMap's public tile server is free and has a fair-use policy. A high-traffic job board should point the map at a commercial tile provider.
  - **Per-page override.** Add `map="on"` or `map="off"` to the shortcode to override the global setting on one page:
    `[PCRecruiter link="jobmanager" map="on"]`
    `[PCRecruiter link="jobmanager" map="off"]`
  - **Which jobs appear**: PCRecruiter geocodes jobs as they sync. Jobs it could not place are looked up once in the background from their city, state and ZIP - these fields must be part of your sync for this to work. The result is stored, which also makes those jobs findable by distance search. Jobs with no usable location, and Remote/WFH-style jobs, simply have no pin. On a large board the background lookup runs in batches and may take a few minutes to finish after you first enable the map.
- **Pagination Style**

- **Paged** - Shows page numbers on desktop, Previous/Next buttons on small screens.
- **Simple** - Previous/Next buttons only.
- **Show Job Count** - Check the box to display a total count and current page count (e.g., "Showing 1-25 of 150 jobs").
- Regardless of Pagination choice, page numbers will be shown only if the number of jobs exceeds one page of results.

- **Salary Filter Bands** – When in 'Sidebar Layout' mode (see below) and using Salary as a filter, the plugin will auto-generate suitable dropdown choices based on the salary data from your current jobs. For manual control, enter comma-separated dollar breakpoints (e.g. 50000, 75000, 100000, 150000, 200000).
- **Expired Job Handling** – By default, jobs that are closed or filled in PCRecruiter are automatically deleted from WordPress. If you prefer to keep expired jobs visible to maintain backlinks, preserve page authority, and show clients/candidates your success history, enable the "Keep expired jobs visible" option. When enabled:
  - Jobs remain published in WordPress with a "Position Filled" badge
  - The apply button and application forms are automatically removed
  - CSS classes `.job-status-expired` and `.pcr-expired-job` are added for custom styling
  - Jobs are excluded from in-site search results and job listings
  - Schema markup sets `directApply: false` to inform search engines
  - Expired job URLs continue to work. If you delete expired jobs instead, the URLs become 404 errors (which can be redirected using the "Job Not Found Page" setting).

- **PCRecruiter Attribution** - A small 'PCRecruiter' attribution link appears below job listings. You may uncheck this box to omit it.
- **Builder-Friendly Field Names:** Job data is stored under field names like `[[position.city]]`. A few page builders cannot address a field name containing brackets or dots and show nothing at all, with no error. Enable this setting and every job field gains a second copy under a plain name with underscores (e.g. `[[position.city]]` is duplicated as `pcr_position_city`)
- **Temporary API Logging:** Incoming sync requests are recorded to a protected log file with an admin-only link to view it for troubleshooting purposes. Logging switches itself off after 24 hours

and the file is size-capped, so it is safe to leave on while you reproduce a problem.

- **AI Search Crawlers:** Off by default. When checked, the plugin adds an explicit `Allow` rule to your site's robots.txt for the AI search agents (GPTBot, OAI-SearchBot, ChatGPT-User, ClaudeBot, Claude-SearchBot, PerplexityBot, Google-Extended and Applebot-Extended) so your job postings can be found by AI search tools. Leave it off if your organization has decided not to be indexed by AI search. The setting shows which of these agents are currently blocked, as of the last Site Health check. *Note:* if your site has a real robots.txt file on disk, WordPress serves that file as-is and this setting has no effect — edit the file instead.
- **AI Job Summaries:** Off by default. Check "Write each job's search description with AI" to have the AI provider connected to WordPress (Settings → Connectors, WordPress 7.0 or later; the stock Anthropic, Google and OpenAI connectors all work) write two things for each job: a short excerpt (see *Excerpt* under Job Pages) and a meta description for search results and social shares, used instead of the first 155 characters of the description (see Meta Tags & Social Sharing). Summaries are written in the background after each sync and are only rewritten when a job's description changes; the setting shows progress while a board is being summarized. An excerpt edited by hand is never overwritten. Job descriptions are sent to your AI provider and usage is billed to your account with them. If the checkbox is greyed out, the note beneath it says why: WordPress is older than 7.0, no provider is connected, or the plugin is waiting for approval under Tools → AI Connector Approval. To summarize existing jobs at once rather than as they sync, see WP-CLI Commands below.

Additional Search Configurations

Sidebar Layout

The search template in PCRecruiter can be configured to display checkbox filter fields in a sidebar alongside the main search results. This is controlled entirely through HTML data attributes in the PCR Job Board search template, not in WordPress.

To set this up, wrap your checkbox/multiselect fields in a container with `data-region="side"`, and your main search fields (keyword, dropdowns, buttons) in a container with `data-region="top"`:

```
<div data-region="side">
  <div data-collapse="Category" data-filter data-counts data-show="5">
```

```
    [[Position.Details.Category]]
  </div>
  <div data-collapse="Employment Type" data-filter data-counts>
    [[Position.Details.Employment_Type]]
  </div>
</div>
<div data-region="top">
  [[Positions.Keyword]]
  [[goButton]]
  [[Position.Details.Salary_Range]]
</div>
```

Note: The examples above use the `[[FieldName]]` placeholder syntax as stored internally. In the PCRecruiter Job Board configuration editor, fields are inserted using the field picker toolbar, which generates `<field>` tags (e.g., `<field class="insfield" data-field="Positions.Department">`). These are converted to the `[[...]]` format automatically during sync. Either format is valid.

When `data-region="side"` is present in the template, the plugin automatically:

- Renders a two-column flexbox layout (sidebar + main content)
- Enables AJAX search (filters update results without page reloads)
- Uses URL hash fragments instead of query parameters (avoids WordPress routing conflicts)
- Displays active filter pills above results
- Stacks to single-column on mobile screens (below 768px)

If no `data-region="side"` is present, the plugin renders in the traditional single-column inline mode with full-page GET redirects, exactly as in previous versions. Existing configurations are not affected.

The sidebar appears on whichever side it occupies in the HTML source order:

- `side` before `top` → sidebar on the **left** (default)
- `top` before `side` → sidebar on the **right**

Filter Data Attributes

The following HTML data attributes can be placed on wrapper elements around multiselect field placeholders to control filter behavior:

Attribute	Effect
`data-collapse` or `data-collapse="Label"`	Wraps the filter in a collapsible section with an expand/collapse arrow. If a value is provided (e.g., `data-collapse="Department"`), it is used as the section header text.
`data-filter`	Adds a "Filter..." text input for type-to-filter on the checkbox list
`data-search="placeholder"`	Customizes the placeholder text of the filter-by-typing input (e.g., `data-search="Filter by typing"`). Requires `data-filter` to also be present.
`data-counts`	Appends the count of matching jobs next to each value, e.g. "Engineering (15)"
`data-show="N"`	Truncates the list to N visible items with a "View all" / "Show less" toggle

These attributes can be combined on the same wrapper element.

Lists of **3 or fewer** items ignore `data-collapse`, `data-filter` and `data-show` — collapsing or adding a search box to a two-item list is more friction than help, so the plugin renders those as a plain checkbox list.

A global "Filter Counts" checkbox remains available in the WordPress plugin settings (Settings → PCRecruiter Extensions) as a fallback if `data-counts` is not specified per-field in the template.

Active Filter Pills

When the sidebar layout is active, checking a filter checkbox creates a pill-shaped tag above the results (e.g., "Category: Engineering ×"). Clicking the × on a pill unchecks that filter and refreshes results. A "Clear All" button appears when any filters are active and removes all of them at once.

AJAX Search Behavior

When the sidebar layout is enabled, search, filtering, sorting, and pagination all operate via AJAX:

- Checking or unchecking a sidebar filter instantly updates results
- Keyword search and the SEARCH button trigger AJAX instead of a page reload
- Sort links and pagination buttons fetch results in place
- A brief loading state (reduced opacity) appears during requests

- The browser URL updates with a hash fragment (e.g., `#job_search=1&pg=2&...`) so the back button, bookmarks, and link sharing continue to work

If JavaScript is disabled or unavailable, the form falls back to a standard full-page GET submission (progressive enhancement).

Sort Bar Display

By default, sort options render as clickable text links. To display them as a dropdown instead, add `data-sortbar-style="select"` to a wrapper element in your sort template:

```
<div data-sortbar-style="select">
  [[Date_Posted]] [[Job_Title]] [[City]]
</div>
```

When set to `"select"`, the plugin converts the sort links into a single dropdown with ascending and descending options for each field. A default "Most Relevant" option is included automatically.

Search State & Back Navigation

When the sidebar layout is active, the plugin preserves the full search state (filters, page number, keyword, sort) in the browser URL as a hash fragment. When a visitor clicks a job from filtered results and then presses the browser's Back button, the plugin restores their previous filters, re-checks the appropriate sidebar checkboxes, and re-runs the search automatically. Bookmarked or shared search URLs with hash fragments will also restore the correct filtered view.

Pagination clicks scroll the viewport to the top of the results area. Filter checkbox changes update results in place without scrolling, so the visitor's position in the sidebar is maintained.

Location (Radius) Search

When your search template includes the radius field, visitors get a type-ahead location box. As they type, matching cities are suggested; choosing one searches for jobs within the selected distance of that location, sorted nearest-first (until the visitor picks another sort).

Distances come from the picker next to the box (5 to 500, in miles or kilometers per the Radius Search Locale setting in PCR). **A visitor must pick a suggested location for the distance filter to apply.**

The location box searches the countries your published jobs are actually in. A board whose jobs include Canadian openings will suggest Canadian cities; a US-only board never will. A new country's lookups are enabled as soon as the first job from that country syncs. (Jobs on an internal-only board do not influence the public search's countries.)

Outside the US, the lookup data uses native spellings e.g. "Wien" rather than "Vienna", "Lisboa" rather than "Lisbon".

Shortcode Variations

Standard Public Job Board

```
[PCRecruiter link="jobmanager"]
```

Displays all jobs that meet these criteria with configured search form above them:

- Status = Available/Open
- Show On Web = Show
- Number of Openings > 0

When a search finds no jobs, the board shows the "no jobs found" message from your PCRecruiter Job Board configuration. If none is set, it shows "No jobs found."

Submit Resume / Passive Registration

If you wish to allow candidates to register and submit their info without attaching themselves to the pipeline for a specific role, you can use this shortcode format:

```
[PCRecruiter link="YOUR-DATABASE-ID&action=detail&apply=y"]
```

Filter by Job Category

```
[PCRecruiter link="jobmanager" jobcategory="Sales"]
```

If a Position Custom Field called "Job_Category" exists in the configuration, the 'jobcategory=' shortcode parameter filters the listing to only those jobs matching the given value. This can be helpful if you want to insert the PCR listings into separate pages by category.

Search Box on Another Page

To put a job search box on a page other than the job board (homepage, landing page) use the standalone search form shortcode. It renders the fields you choose and opens the results on your job board page:

```
[pcr_search_form]
[pcr_search_form fields="Radius"]
[pcr_search_form fields="Keyword,Radius" radius="500" button="Find Jobs"]
[pcr_search_form fields="Details.Profession,Keyword,Radius"]
```

The labels and dropdown choices come from your PCR job board configuration, so the form matches the board. The shortcode also works from a theme template: `<?php echo do_shortcode('[pcr_search_form ...]'); ?>`

Attribute	Purpose	Default
`fields`	Comma-separated fields, in display order	`Keyword,Radius`
`radius`	Distance for the location search. Must be one of the picker's values (5, 10, 15, 20, 25, 30, 35, 40, 50, 60, 70, 80, 90, 100, 120, 140, 160, 180, 200, 300, 400, 500); anything else falls back to 10	`10`
`button`	Submit button text	`Search Jobs`
`action`	Where the form submits	your Primary Job Board Page
`jobcategory`	Limit dropdown choices to one job category, matching `[PCRecruiter link="jobmanager" jobcategory="..."]`	(all)
`label`	Override the field label/placeholder (single-field forms only)	PCR's label
`class`	CSS class on the `<form>`	`pcr-mini-search`

Field names can be written three ways, in any mix:

- **PCR names** — `Radius`, `Keyword`, `City_State`, `Job_Type`, `Salary`, `State`, `Zip`, `Date_Posted`, `Industry`, `Specialty`, `CompanyName`, `Department`, `Position_Id`
- **Friendly names** — `location`, `keyword`, `jobtype`, `pay`, `company`, `title`, `zip`

- **Position custom fields** — `Details.Profession` (or `Position.Details.Profession`)

Use **one instance per page**, and do not place it on the job board page itself. Radius and City_State should not be combined in one form; the job board applies both at once and the result is usually no matches.

Internal Job Board

```
[PCRecruiter link="internaljobmanager"]
```

Lists jobs whose Status is "Internal Only" alongside your Available/Open jobs.

Access works like this: loading the internal job board page grants the browser permission for the rest of the visit, and internal job pages and searches check for that permission. A visitor who has not loaded that page cannot reach internal jobs and internal jobs are excluded from sitemaps and marked 'no-index'.

If you are using this for private roles, **password-protect the page** (see Publish → Visibility → Password protected). IP restrictions can also be used.

Understanding Synced Jobs

Job Pages

The sync creates a page for each job using a 'job' custom post type in WordPress. Each synced job automatically gets:

- **Unique URL:** `yoursite.com/job/the-job-title-field/`
  - PCR will store this URL in an auto-generated Position Custom Field called **STAT_Permalink** so that it is accessible for PCR share tools and job feeds. PCR also stores a STAT_Counter field with a raw count of page loads for the job.
- **Title:** The Job Title from PCRecruiter
- **Content:** Full job description with HTML formatting as entered in PCR. If inline styling is applied to the job description in PCR, it may take precedence over the site's CSS. A checkbox in the settings screen allows the plugin to strip styling during the sync for consistency.
- **Metadata:** Location, salary, type, industry, custom fields, etc.

- **Apply Link:** When clicked, opens the PCRecruiter application form in a seamless iframe on the page by appending **/?apply=y** to the job's URL.
- **Excerpt:** A short summary of the job, shown wherever your theme or blocks display post excerpts. It comes from, in order: the job's Web Notes from PCRecruiter (`[[Position.Web_Notes]]`), which replace any other excerpt; an AI-written excerpt, when AI Job Summaries is on; or one typed into the Excerpt box in WordPress, which AI summaries never overwrite. PCRecruiter only sends Web Notes when one of your job board templates (Search, Results or Details) uses that field. If a job's Web Notes are later cleared, its excerpt returns to the AI-written one, or to none.

Excerpts in results: Add `[[position.excerpt]]` to the Results template to show each job's excerpt, whoever wrote it. Jobs without one show nothing; wrap the token as `<p class="pcr-excerpt">[[position.excerpt]]</p>` and the empty wrapper is hidden too.

Salary Formatting: When using salary fields in the result template (e.g., `[[position.salary_desired]]` or `[[position.upper_salary]]`), the plugin automatically formats the value with the appropriate currency symbol ($, €, £, etc.) based on the job's `currency_type` field. If no currency type is set, USD ($) is used as the default.

Search query parameters are in the URL, so that visitors can bookmark their searches, share the search links, and use back/forward buttons without resubmitting the search.

Images in job descriptions: An image pasted directly into a description in PCRecruiter (from Word, for example) is embedded in the description rather than linked. On sync, the plugin saves those images to your WordPress **Media Library** and points the description at them. The same image appearing on several jobs, or on repeated syncs, is stored once and reused.

Very large embedded images are left in place rather than stored. Linking an image hosted elsewhere, or using the `FeaturedImage` custom field, remains the tidier approach for anything you reuse often.

Legacy URL Migration

When migrating from iframe to full sync, the plugin automatically redirects legacy `?recordid=XXXXX` URLs to the corresponding WordPress job permalink. This preserves SEO value and prevents broken links from bookmarks or external sites.

If you are already using the PCR Job Board in an iFrame and are developing the Full Sync WordPress integration on a secondary configuration, you will want to add the code ***jobboarddev*** to System >

Add-Ons > Serial Number. This will prevent the sync from writing any STAT_Permalink fields until you are ready to launch.

To redirect your old iframe links to the new WordPress versions:

- In the 'Job Details' HTML on the PCRecruiter Job Board, add `data-pcr-permalink="[[position.details.stat_permalink]]"` to the container element.
- In 'Landing Pages' make sure the 'Secure Base URL' is empty.
- Add this JS to the 'Job Board Style' area, which will find the stat_permalink URL and redirect the browser to it if we are outside of an iframe:

```
const isInIframe = window.self !== window.top;
console.log(isInIframe);
if(!isInIframe) {
    const section = document.querySelector('[data-pcr-permalink]');
    if(section) {
        const permalink = section.getAttribute('data-pcr-permalink');
        const isPCRecruiterDomain = window.location.hostname.includes('pcrecruiter.net');
        if(permalink && permalink !== window.location.href && isPCRecruiterDomain) {
            window.location.replace(permalink);
        }
    }
}
```

Viewing Jobs in WordPress Admin

Navigate to **Jobs** in your WordPress admin sidebar to:

- See all synced jobs
- View individual job details
- Check page view statistics (stored in job metadata)
- **PCRecruiter Job Fields** displays a read-only table of the meta data for the current job. When AI Job Summaries is on, it also shows the job's AI meta description and the model that wrote it, or that it is queued, could not be generated (with the reason), or is not used because the job has a Summary from PCRecruiter, which takes priority.

Note: If you edit synchronized job data directly in WordPress the changes will be overwritten on next sync. Always edit job content in PCRecruiter. Any data in the job which did *not* come from PCRecruiter's sync, such as Yoast SEO data, or other enhancements, can be edited in WordPress and will not be affected by future sync actions.

How Sync Works

- **Frequency:** Jobs sync automatically when they are created, updated, or deleted in PCR. If changes have been made to the Job Board configuration in PCR, they will be updated the next time a job is altered. For some job board config changes, a Full Sync may be necessary.
- **Cache:** Search results are cached for 5 minutes in WordPress to improve performance. This cache clears automatically whenever a sync from PCR occurs. The plugin will also attempt to remove the job from WP Rocket, W3 Total Cache, WP Super Cache, LiteSpeed Cache, WP Fastest Cache, or Autoptimize caches when it is re-synced.
- **Dates:** The job's post date in WordPress will match the 'Date Posted' field on the job in PCRecruiter, unless you have selected another field under **Posted Date Source** in the plugin settings. The plugin adjusts the display values to the visitor's timezone when available via browser detection. The 'Last Modified' date is synced as a Meta field in WordPress for display or use if needed.

Source Tracking & Analytics

Unlike the iframe method, the Job Sync creates pages within your WordPress site. Consequently, visits to the job list or the individual positions will be trackable with tools like Google Analytics or other on-site tracking.

When the candidate clicks 'Apply', **?apply=y** is appended to the page, which replaces the job description with the PCR iframe containing that job's application.

When a candidate applies, the plugin fills these PCRecruiter fields on the new Name record:

- **Source / Referrer** – the **utm_source** or **src** value from the URL.
- **Referrer Source** – the **srcref** or **utm_medium** value from the URL.
- **Referrer Domain** – the site the visitor came from, when they arrived from another website.

Visits from your own site do not count as a source. This includes moving between the www. and bare versions of your domain, and returning from the PCRecruiter job board. An applicant who arrived directly, with no campaign link and no outside referring site, is left with no source rather than being recorded as coming from your website.

SEO Features

The Full Job Sync method includes several built-in SEO enhancements for job posts:

Meta Tags & Social Sharing

The plugin automatically generates the following for each job post:

- **Meta Description** - In order of priority: the job's Summary from PCRecruiter (`[[position.summary]]`) if it has one; otherwise the AI-written description, when AI Job Summaries is on; otherwise generated from the job description. The same text is used for the Open Graph and Twitter descriptions.
  - To control which part of your content appears in search results and social shares (e.g. excluding navigation, apply buttons, etc.) add `<!-- pcr-description-start -->` and `<!-- pcr-description-end -->` comments to the Job Details configuration HTML in PCR.
  - If no *end* tag has been added, the entire content from the *start* onward will be used, up to 155 characters.

- **Open Graph Tags** - For Facebook and LinkedIn sharing (og:title, og:description, og:image, og:url).
  - Check "Override with Position/Company logo from PCR where available" in the settings panel to allow job/company specific logos to take precedence.
  - The plugin supports three image sources (in priority order, if enabled and present in PCR):
    1. Position Logo
    2. Company Logo
    3. Default OG Image (set in plugin settings)
    4. Theme/SEO Plugin Default (if no other source available)
  - These images should be at least 1200x630px for optimal social sharing, 1.91:1 aspect ratio. PCR can support jpg or png images up to 1024kb as logo images. If this box is not checked, the share image is governed by your theme, page template, or SEO plugin settings.

- **Twitter Card Tags** - For Twitter/X sharing with large image cards.

Popular themes and page builders including Divi, Elementor, Beaver Builder, Avada, and Astra may override Job Titles as well. The plugin attempts to set proper page titles for job posts, but you may attempt to 'Force Titles' from the Settings if you wish.

Featured Image

In addition to Open Graph images, you can also specify the Featured Image for the jobs when posting from PCRecruiter. To do this, create a Position Custom Field called *FeaturedImage* and populate it with the URL or ID of any image from the WordPress Media Library. The image must already exist in WordPress for this to work properly.

Automatic SEO Plugin Field Population

When the **Yoast SEO** or **All in One SEO** plugin is detected, the PCRecruiter Extensions plugin populates these fields in the job (if they are empty):

- Title Tag
- Meta Description
- OpenGraph Title
- OpenGraph Description
- OpenGraph Image
- Twitter Card fields

These items will only be populated on initial entry. If you wish to change them later, you may need to manually edit them in WordPress or un-sync and re-sync the job(s).

If you have the Yoast Premium templates for the Jobs post type configured, those take precedence and PCR's plugin won't auto-populate the fields above.

Schema Mapper

JobPosting structured data tells Google Jobs and similar services about your openings. The plugin builds it from the fields you map at **Jobs → Schema Mapping**. If you do not map it, the plugin publishes none, and your job pages rely on your SEO plugin or theme instead.

- **Schema Audit** - How many jobs have valid and invalid schema. If any are missing required fields, up to ten examples are listed.
- **Schema Preview** - Pick a job to see its schema, or send it to Google's validator.
- **Schema Mapping** - Choose where each property gets its value: a field from the job, a single 'global default' used for every job, or a custom PHP function in your site's functions.php. Images must be at least 160x90px.

Note: The plugin leaves properties out if the value falls outside of Google's allowed options.

Required fields

A job missing any of these gets no schema, and shows as invalid in the audit:

- Job Title
- Job Description
- Date Posted
- Hiring Organization → Organization Name
- Job Location → Address → Country

Country: If a job has no Country in PCRecruiter, the plugin works it out from the job's State when every job on the board is in the US or Canada (e.g. OH → US, Ontario → CA). For anything else, enter a **Default country** (e.g. US) on the Country mapping. The Schema Audit lists jobs that still have no country.

Salary

Google accepts either one figure or a low-to-high range, not both:

- Map **Minimum Salary** and **Maximum Salary** together for a range. In PCRecruiter these are Position Salary Lower and Position Salary Upper.
- Map **Salary Amount** instead for a single figure. If you fill it in, Minimum and Maximum are ignored.
- Mapping only a minimum publishes it as a single figure, because Google ignores a range with no upper end.

Jobs with no salary or a non-numeric custom value publish no salary in the schema.

Pay Period defaults to YEAR, which suits PCRecruiter's salary fields. Change it only if you map a field that is not annual, such as an hourly pay rate.

Optional properties

These can also be mapped, and are published when a job has a value for them: Skills, Qualifications, Experience Requirements, Education Requirements, Job Benefits, Work Hours, Job Start Date, Occupational Category, Total Job Openings, Incentive Compensation and Employment Unit.

The schema also includes the job page's own URL, so a listing found in Google Jobs or elsewhere can be traced back to the posting on your site.

Remote jobs: A field mapped to Job Location Type that contains "Remote" is published as TELECOMMUTE, the value Google accepts. If Job Location Type is not mapped, a job whose State (or, when State is empty, City) is "Remote" or "WFH" is marked TELECOMMUTE automatically.

AI Search & Machine-Readable Listings

The plugin also helps AI search tools (ChatGPT, Claude, Perplexity and similar) find and read your jobs:

- **Job list schema:** The job board page publishes an ItemList of the postings it shows, linking to each job page, so a search agent can list your jobs without scraping the page.
- **Markdown version:** Every job is also available as plain Markdown text by adding `?format=md` to its URL (e.g. `yoursite.com/job/sales-manager/?format=md`). Job pages link to it automatically. This helps AI agents that read plain text more reliably than page-builder markup.
- **Crawler access:** See the **AI Search Crawlers** setting above and the Site Health check under Troubleshooting.

Internal-only jobs are never included in the job list schema or the Markdown version. Expired jobs have no Markdown version.

XML Sitemap Integration

Job posts are automatically added to your site's XML sitemap for better search engine indexing. The plugin integrates with:

- **WordPress Core Sitemaps** (WordPress 5.5+)

- **Yoast SEO Sitemaps**
- **Rank Math Sitemaps**

Internal-only jobs are automatically excluded from all sitemaps to prevent them from being indexed by search engines.

Styling and Customization

The selection of fields, search form, screen layouts, etc. are all configured in the PCR Job Board settings area. If you are using the 'Full Job Sync', the layout and styling of the search/list screen and individual job pages will be affected by the style from your WordPress theme. The 'apply' process is in an iframe and will not pick up any CSS from your theme.

The sidebar layout, collapsible filters, filter-by-typing, list truncation, and active filter pills are all rendered by the plugin based on data attributes in the PCR search template. The visual styling for these elements (colors, spacing, borders, fonts, etc.) can be customized via the WordPress site's CSS using the class selectors listed in the CSS Selectors section below.

Tip: The plugin's base CSS uses `#pcrbox .pcr-sidebar` selectors for specificity. To override sidebar styles from your theme or PCR custom CSS without using `!important`, prefix your rules with `#pcrbox` — for example, `#pcrbox .pcr-sidebar li.multiselect-item { padding: 8px 0; }`.

Job Detail Pages

When someone clicks a job from the search results, they're taken to a dedicated job page in the /job/ URL path (this is a 'custom post type' called 'job').

The job postings will use the 'single.php' template from your WordPress theme by default, but you can override this by creating a custom template in your child theme called `single-job.php` and adding `.single-job` rules into your site's CSS.

Site builder frameworks (e.g. Divi) may also allow you to create a custom template for the 'job' post type within their own interface.

For WordPress 6.5 and higher, the plugin adds a **PCRecruiter Job Fields** sidebar panel to the block editor. This allows you to bind Gutenberg blocks directly to job field data without writing code:

1. Edit a job post or the job single template in the Site Editor

2. Look for the **PCRecruiter Job Fields** panel in the sidebar (hexagon icon)
3. Select a Paragraph, Heading, Image, or Button block
4. Choose a field from the dropdown and click **Apply Binding**

The block will dynamically display the selected field's value for each job. Available fields are organized into Position Fields, Company Fields, and Custom Fields categories.

CSS Selectors

The CSS classes and IDs for your job board will be dependent on the configuration in PCRecruiter, but the following are always used:

- The job listings page uses `#pcrbox` and `.pcr-wordpress` on the container.
- Individual job pages receive body classes based on status:
  - `.job-status-active` - For active, available jobs
  - `.job-status-expired` and `.pcr-expired-job` - For expired or closed jobs
- Search Bar:
  - `.pcr-search-bar` — the wrapper around the main search form inputs
- Sort Bar:
  - `#jb_sortbar` — the sort bar container div
  - `.pcr-sort-select` — the sort dropdown element (when `data-sortbar-style="select"` is used)
  - `.customsortfield` — individual sort links (when using the default link style)
- Pagination:
  - `.pcr-pagination` = the container div
  - `.btn-pagination` = the page buttons
  - `.pcr-prev-btn / .pcr-next-btn` = the next and previous page buttons
  - `.pcr-page-btn.active` = the currently active page
  - `.pagination-info` = "showing x of x jobs" message
- Sidebar Layout:
  - `.pcr-search-layout` — the flex container wrapping sidebar and main content

    - `.pcr-sidebar` — the sidebar filter column (sticky, 250px default width)
    - `.pcr-main` — the main content area containing search bar, results, and pagination
    - `.pcr-sidebar-right` — added to `.pcr-search-layout` when the sidebar is on the right
- Collapsible Filters:
    - `.pcr-filter-group` — the collapsible details wrapper around a filter section
    - `.pcr-filter-header` — the clickable summary header (expand/collapse toggle)
    - `.pcr-filter-search` — the type-to-filter input within a filter group
    - `.pcr-view-all` — the "View all (N)" / "Show less" toggle link
- Active Filter Pills:
    - `#pcr-active-filters` — the container element for the filter pill bar
    - `.pcr-filter-pill` — an individual filter pill tag
    - `.pcr-pill-remove` — the × remove icon within a pill
    - `.pcr-filter-clear` — the "Clear All" button
- AJAX Loading State:
    - `.pcr-loading` — applied to the results container during AJAX requests (reduces opacity, disables pointer events)
- Map:
    - `.pcr-job-map` - Map container
    - `.pcr-map-toggle` - Show/hide map button
    - `.pcr-map-note` - Message below the map
    - `.pcr-map-popup` - Pin popup
    - `.pcr-map-popup-title` - Popup job title link
    - `.pcr-map-popup-location` - Popup location line
    - `.pcr-map-popup-type` - Popup job type
    - `.pcr-map-popup-list` - Popup list (several jobs at one location)
    - `.pcr-map-pin-expired` - Expired job pin
- Standalone Search Form (`[pcr_search_form]`):

- `.pcr-mini-search` — the form element
- `.pcr-mini-field` — each field's wrapper
- `.pcr-mini-location`, `.pcr-mini-keyword`, `.pcr-mini-jobtype`, `.pcr-mini-salary`, `.pcr-mini-citystate`, etc. — per-field wrappers; a custom field's class is its name, e.g. `.pcr-mini-profession`
- `.pcr-mini-submit` — the submit button
- Location (Radius) Suggestions:
- `#radius-dropdown-panel` / `.pcr-radius-panel` — the suggestion dropdown
- `.pcr-radius-item` — one suggestion row
- `.radius-button` — the clickable suggestion
- `.pcr-radius-empty` — the "No results found" row
- `.pcr-radius-error` — the lookup-failed row
- `.pcr-radius-spinner` — the small spinner shown in the box during a lookup

Hooks for Functions

Developers can transform sync data and customize search behavior without modifying plugin code by hooking these actions and filters from a theme's functions.php or a site-specific mu-plugin.

- **pcrecruiter_filter_metafields** (filter)
  Filter the metafields array before it's written to postmeta during sync. Receives ($metafields, $data). Returns the (possibly modified) metafields array. Use to add, remove, or transform per-job fields before they're stored.
- **pcrecruiter_job_synced** (action)
  Fires after a job has been fully created or updated via UPDATEJOB, including all metafields, the featured image, and SEO plugin fields. Receives ($post_id, $data). Use for post-sync derivation (e.g. deriving [[position.industry]] from a custom field on a specific child database), taxonomy tagging, or external system push.
- **pcrecruiter_pre_delete_job** (action)
  Fires before an existing job is deleted or marked expired by an isDeleted UPDATEJOB. Receives ($existingpostid, $data). Use to log removals or archive associated data.

- **pcrecruiter_search_meta_key** (filter)
  Filter the postmeta key that a search/facet field queries against. Receives ($meta_key, $fieldname). Use to redirect a facet to read from a different metafield (e.g. point Positions.Industry at a custom field for installations where industry data lives elsewhere).
- **pcrecruiter_map_tile_url** (https://tile.openstreetmap.org/{z}/{x}/{y}.png) Map tile source. Point it at a commercial provider for a high-traffic board, or to restyle the map (light/dark/terrain).
- **pcrecruiter_map_tile_attribution** (OpenStreetMap credit) Attribution shown on the map; change it to match your tile provider.
- **pcrecruiter_map_max_pins** (2000) Most pins returned for one search.
- **pcrecruiter_radius_max_countries** (3) Most countries the location box will search per keystroke, when jobs span more than that many countries. The busiest countries (by job count) are kept.
- **pcrecruiter_geocode_retry_days** (30) How long before a failed coordinate lookup is retried.
- **pcrecruiter_ai_summary_instruction** (filter) The instructions given to the AI when it writes a job's excerpt and meta description. Receives the default instruction text; return your own to change tone, length or focus. Changing it marks every job's summary out of date: jobs are rewritten as they next sync, or all at once with `wp pcr summarize backfill`.
- **pcrecruiter_ai_summary_models** (filter, default empty) Models to prefer, in order, when more than one AI provider is connected. Each entry is a model ID or a [provider ID, model ID] pair, e.g. `array( array( 'openai', 'gpt-5.4-mini' ) )`. Unavailable entries are skipped; empty lets WordPress choose.

Example: derive [[position.industry]] from [[position.details.Job Practice Area]] for one child database:

```
add_action('pcrecruiter_job_synced', function ($post_id, $data) { if (($data['databaseid'] ?? '') !== 'YOUR_CHILD_DB_ID') return; $practice_area = get_post_meta($post_id, '[[position.details.job practice area]]', true); if ($practice_area === '') return; $map = array('Family Medicine' => 'Academic Medicine'); update_post_meta($post_id, '[[position.industry]]', $map[$practice_area] ?? $practice_area); }, 10, 2);
```

WP-CLI Commands

Sites with WP-CLI can write AI summaries without waiting for the background queue (AI Job Summaries must be available; see Requirements):

- `wp pcr summarize backfill` – Writes summaries for every published job that needs one. Useful after first turning the setting on for a large board, or after changing the AI instructions.
- `wp pcr summarize <post_id> [<post_id>...]` – Regenerates the summaries for specific jobs (by WordPress post ID), even if they are current.

Go-Live Checklist

Here are some items you may want to double-check when moving from development to 'live':

- Remove 'jobboarddev' serial from PCR system area to allow URL population.
- Remove 'Landing Pages' Secure Base URL.
- Duplicate settings from development PCR setup to live PCR setup.
- Verify that System > Database Setup > Organization Details has the correct Company Name.
- Delete jobs from WordPress and empty trash, then redo full-sync from live data location.
- Verify that the job description content has been tagged with comments to mark start/endpoints.
- Verify that URLs are working as expected. Resave permalinks and change from development to production versions where needed.
- Verify that your firewall or security service allows pcrecruiter.net / 68.171.3.95 to post.
- Check Google Schema preview/tester on https://search.google.com/search-console
- Check WordPress menus and links - verify that they are pointed to the correct job board URL.
- Test old PCR links (if any) for redirection to the new version.
- Make sure the site isn't blocked from indexing and submit the sitemap via Google Console.
- Check Tools → Site Health for any PCRecruiter items needing attention.
- Decide whether AI search tools should be able to read your jobs, and set **AI Search Crawlers** accordingly.
- Ask PCRecruiter to remove development setup.
- Update your privacy policy as needed: Job data, apply pages and styling come from PCRecruiter (*.pcrecruiter.net). When a visitor types in the distance/radius location box — on the job board or on a page using the [pcr_search_form] shortcode — their browser sends what they type to maps.pcrecruiter.net to suggest locations. When the Job Map is enabled, visitors' browsers load map images from OpenStreetMap (tile.openstreetmap.org), which sees their IP address as with

any image. When AI Job Summaries is on, each job's description is sent to the AI provider connected in Settings → Connectors. Nothing is sent anywhere else.

Plugin Deactivation

When you deactivate the PCRecruiter Extensions plugin, you'll be presented with a modal dialog offering options to control what happens to your data:

Settings Options:

- **Keep Settings** (recommended for temporary deactivation) - Preserves all plugin configuration including API tokens and templates
- **Delete Settings** - Removes all plugin configuration

Job Postings Options: (Full Sync Method)

- **Keep Job Posts** (recommended) - Preserves all synced jobs in WordPress
- **Delete All Job Posts** - Permanently removes all job postings and their metadata

RSS Feed Files Options: (Optional RSS)

- **Keep RSS Feed Files** - Preserves `pcrjobfeed.xml` and `pcrjobfeed.json`
- **Delete RSS Feed Files** - Removes feed files from uploads folder

For destructive options (deleting settings, jobs, or RSS files), you must type "DELETE" to confirm. This cleanup process helps maintain a clean WordPress installation while giving you control over data retention.

Troubleshooting

Site Health Checks

The plugin adds two items to Tools → Site Health, marked with a PCRecruiter badge:

- **Job board keyword search index** – confirms the database index behind keyword search exists. If it is missing, it shows the database's reason and offers a link to reactivate the plugin, which tries to create it again.

- **AI search crawler access** – reads your robots.txt and reports whether any of the AI search crawlers are blocked from your job postings. If so, turn on **AI Search Crawlers** in Settings → PCRecruiter Extensions, or edit your real robots.txt file if the site has one. A firewall or CDN can also block crawlers without appearing in robots.txt.

Full Sync Issues

- **Jobs not appearing/updating within a few minutes:**
  - Check PCR's WordPress Sync panel for 'Error' status, which may indicate a problem with the configuration:
    - Verify the security tokens in both WordPress and PCRecruiter match exactly.
    - Check that the Job Board Page URL in the PCRecruiter Extensions WordPress settings and in the WordPress Sync in PCR's System area point to the correct URL.
    - Check the configuration screens for Results, Details, Search, and Style for invalid code.
    - Verify that your website does not have a firewall (e.g. GoDaddy Sucuri) that could be blocking the sync. If so, whitelist *68.171.3.95*
    - If all appears to be valid, contact PCR Support for assistance.

- **Keyword search returns an error:** Keyword searches need a fulltext index that the plugin creates during activation. Check Tools → Site Health for the "Job board keyword search" item, which shows the reason the database gave if the index could not be created. Deactivating and reactivating the plugin tries again. If it still fails, contact your host about MySQL fulltext index support.
- **404 errors on active job pages:** Go to Settings → Permalinks and click "Save Changes" to flush rewrite rules. Check the PCR Extensions settings and enter a valid redirect URL for removed postings to go to.
- **Cached search results:** Search results are cached for 5 minutes. This cache should clear automatically if a job sync occurs. If you've just synced jobs and don't see changes, wait a few minutes or trigger a new sync from PCRecruiter.
- **A job appears twice, the second copy at a URL ending in "-2":** Version 2.3.0 stops new duplicates, including on sites with a persistent object cache (Redis, Memcached) and for jobs left in draft, private or the trash. Duplicates created before the update stay until you delete them:

when PCR closes the position, the sync removes or expires only the oldest copy. Delete the newer copy (the one whose URL ends in "-2") from Jobs in the WordPress admin.

- **One job will not sync, or PCR reports an error for it:** Turn on Temporary API Logging and send the job again. When WordPress refuses to save a job, the reason it gave (for example a theme or another plugin rejecting the post) is returned to PCR and recorded in the log. A push that arrives without a job id is refused and logged the same way.
- **The location search box finds nothing for a city in another country:** The box only searches countries that appear on at least one published, publicly visible job's Country field. Check that the jobs carry a Country value PCR recognizes ("Canada", "CA", and "CAN" all work). Note that non-US place names match their local spelling — "Wien", not "Vienna".
- **The location box shows "Error" instead of suggestions:** The lookup service could not be reached, or a country's lookup data was still loading — this can happen on the first search for a newly added country and resolves on retry. If it persists, verify nothing on the site is blocking requests to maps.pcrecruiter.net.