

Creating a Job Search Agent

A job search agent is an automated function that informs you when a job meets your criteria. Our system allows you to set up a search agent that will email you when new jobs of interests are posted. You can save time and receive customized announcements via email and your applicant profile. **Job search agents will expire 365 after creation.** Jobs meeting your criteria will be sent to you as soon as they are posted. You can also view them under the “My Notifications” tab.

How to Create a Job Search Agent:

1. Please sign in using your user name and password. Clicking “Register Now” if you do not already have an account.

2. Use the left-hand filtering tools to select keywords, locations, job families, or creation dates. You can also input keywords in the search bar. Once all desired search criteria are selected, click **Save Search** at the top of the page.

3. You'll be redirected to a new page where you'll be asked to:
 - a. **Name Your Search**
 - b. Check the **Notify Me When New Jobs Meet My Criteria** box
 - c. **Enter your email address** in the Send Email Notification field
4. Click **Save Search**.