

Job Search Agent

Job search agents enable the student to set specific search criteria for job postings and schedule an email alert to be sent on a regular basis with those results. Additionally, the search agent is a saved detailed search, so the student can review the latest search results at any time without waiting for the email.

Student Interface

Search Jobs

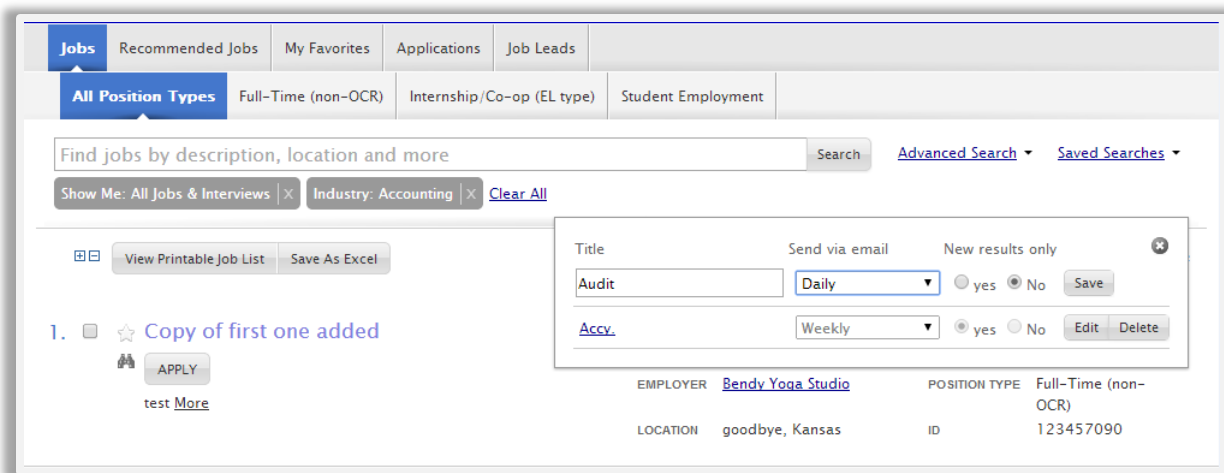
Students may begin searching for jobs by clicking the Jobs main menu. The filtering of jobs may be done using the keyword search or by clicking the Advanced Search link to select other search criteria.

Saved Searches

Once a search has been filtered, click the Saved Searches link to set up a search agent. Give the search a title and select how often the Job Search Agent Results system message will send. The email will include the list of the active jobs that match the filters selected in the saved searches criteria. Students can click the title of saved searches at any time to view the most up-to-date results.

Search Agent Emails

In the Saved Searches list, choose “Yes” to only receive new jobs listed since the last email sent. If there are no new jobs that meet the criteria since the last email sent, the system message will not send. Choose “No” to receive all active jobs that match the filters selected. Click the save button to save the changes.



Edit or Delete

Click the Saved Searches link to view all the searches saved. Click the Edit button to change the search criteria and/or search agent settings. Click the Delete button to purge the saved searches and the search agent will also stop the scheduled system message.