



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.

Save Search	Job Search My Notifications My Activities My Favorite Jobs My Saved Searches My Account Information
Select the checkbox and enter an email	address if you want the search results for this saved search to be emailed to you
My Saved Search	
*Send email notification to mmouse@	ne when new jobs meet my criteria
* Required Information	
Return to Previous Page	Job Search My Notifications My Activities My Favorite Jobs My Saved Searches My Account Information