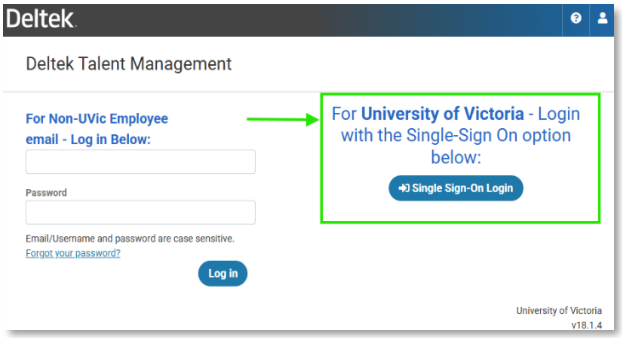
UVIC CAREERS CANDIDATES GUIDE

Job search agents

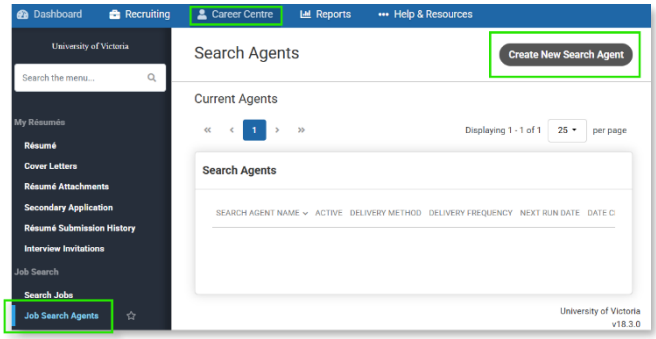
This quick guide describes how to set up and manage job search agents in the UVic Careers system. A job search agent allows you to save a search for a particular job opportunity. Once you have set up a job search agent, you will be notified thru email when a job that matches your search criteria is posted on the UVic Careers website.

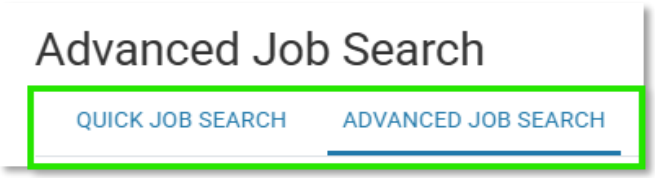
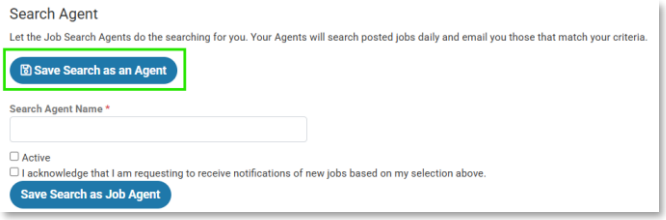
Log In using Single Sign-On

Step	Instructions	Screenshot example
0.0	Log in to UVic Careers using your NetlinkID and password. (uvic.mua.hrdepartment.com) For non-UVic employees, log in with the email address and password associated with your account.	

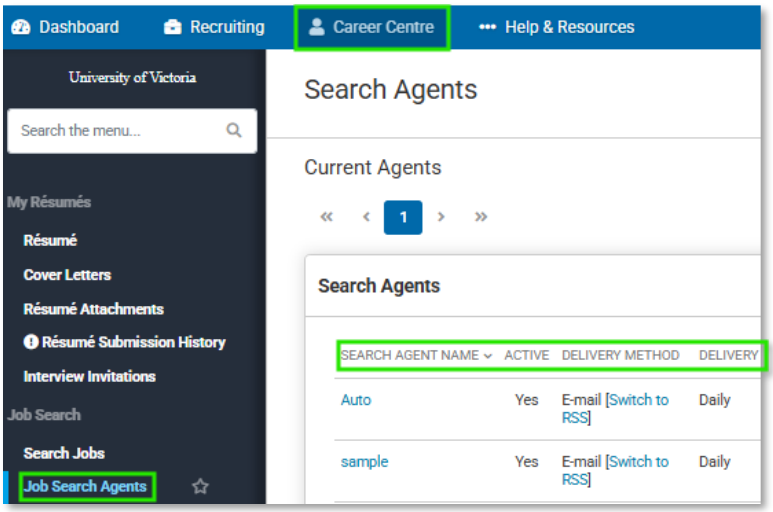
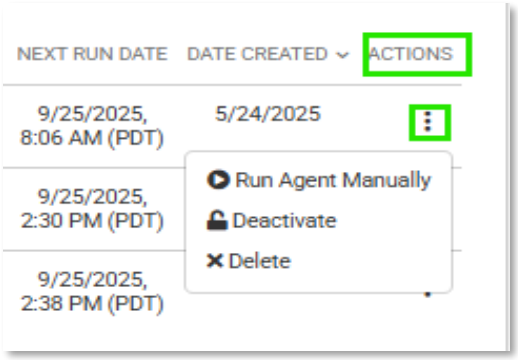
Step 1: Set up a job search agent

The process for setting up a Job Search Agent is the same for both UVic employees and non-UVic applicants. Screens may look slightly different, but the steps are almost identical.

Step	Instructions	Screenshot example
1.1	From the top menu, select Career Centre > Job Search Agents. In the upper-right corner, click New Search Agent.	

Step	Instructions	Screenshot example
1.2	Use the Quick Job Search or the Advanced Job Search to identify criteria for your job search agent. Click “Search” at the bottom to view results.	
1.3	Scroll to the bottom of the page and click the button that says “Save Search as an Agent”. Another box will pop up that enables you to label your search agent. We recommend using keywords that correspond with the search parameters you have chosen. To activate it, check the Active box and confirm the acknowledgement to receive notifications. Finally, click “**Save as Job Agent”.**	

Step 2: Manage job search agents

Step	Instructions	Screenshot example
2.1	From the top menu, select Career Centre > Job Search Agents. This page lists all your saved Job Search Agents along with details such as name, status, delivery method, and delivery frequency. Ensure the delivery method is set to Email only so that you receive timely notifications, typically once per day.	

Step	Instructions	Screenshot example
2.2	In the Actions column, you may: **Run**: Manually execute the search using the saved parameters. **Deactivate**: Temporarily stop the agent from running. **Delete**: Permanently remove the agent. Note: Job Search Agents cannot be edited once saved. If you need to make changes, delete the existing agent and create a new one.