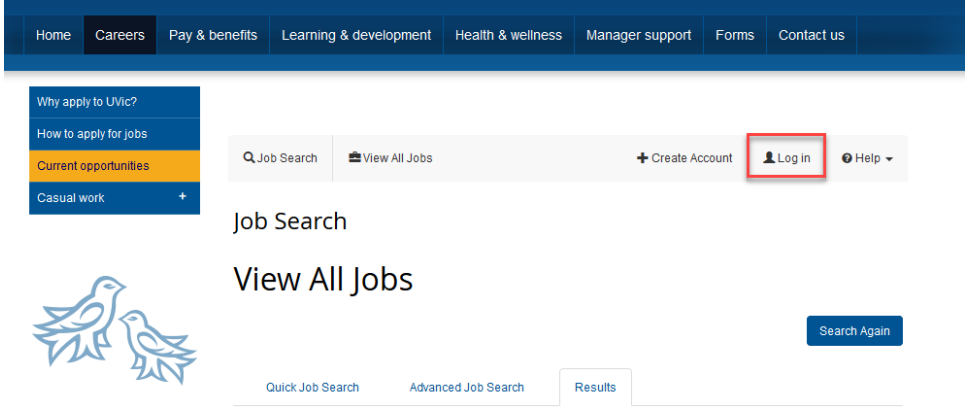
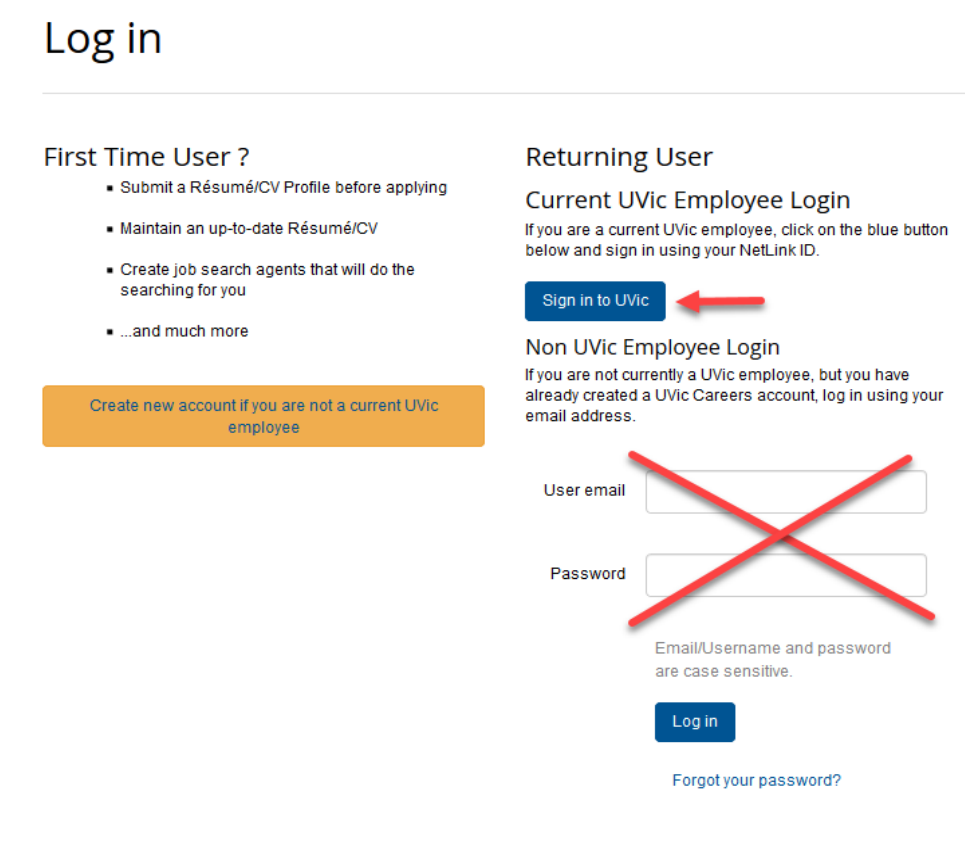
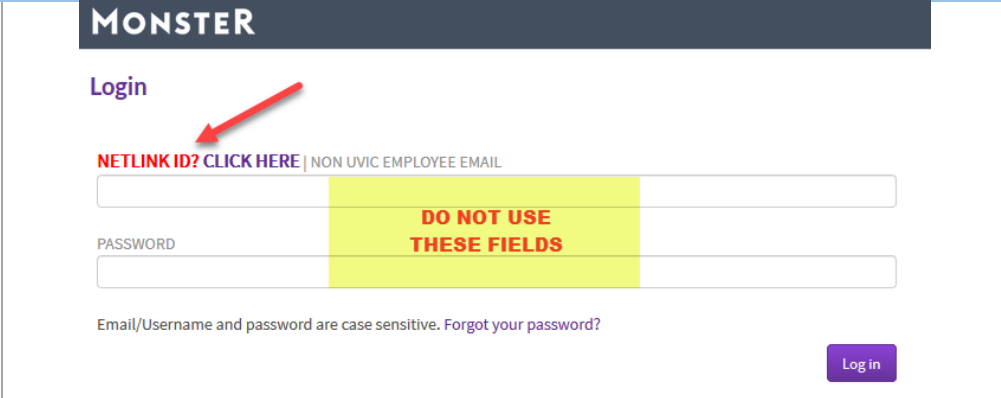
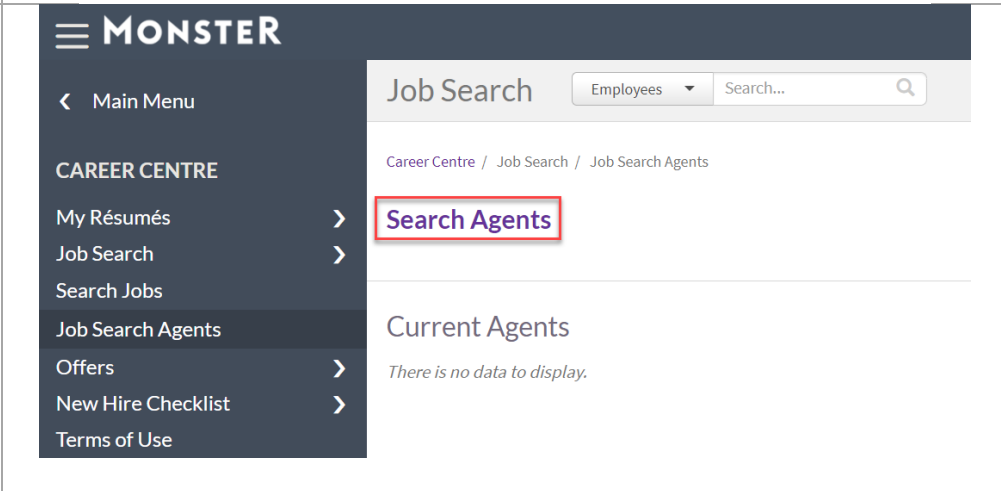
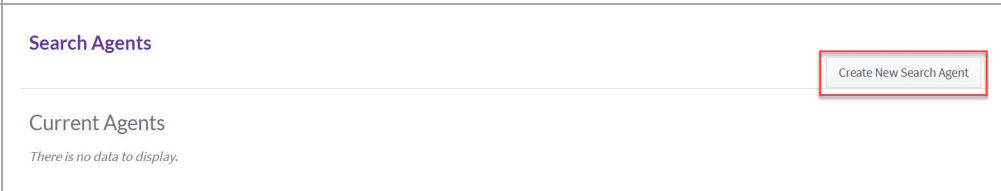
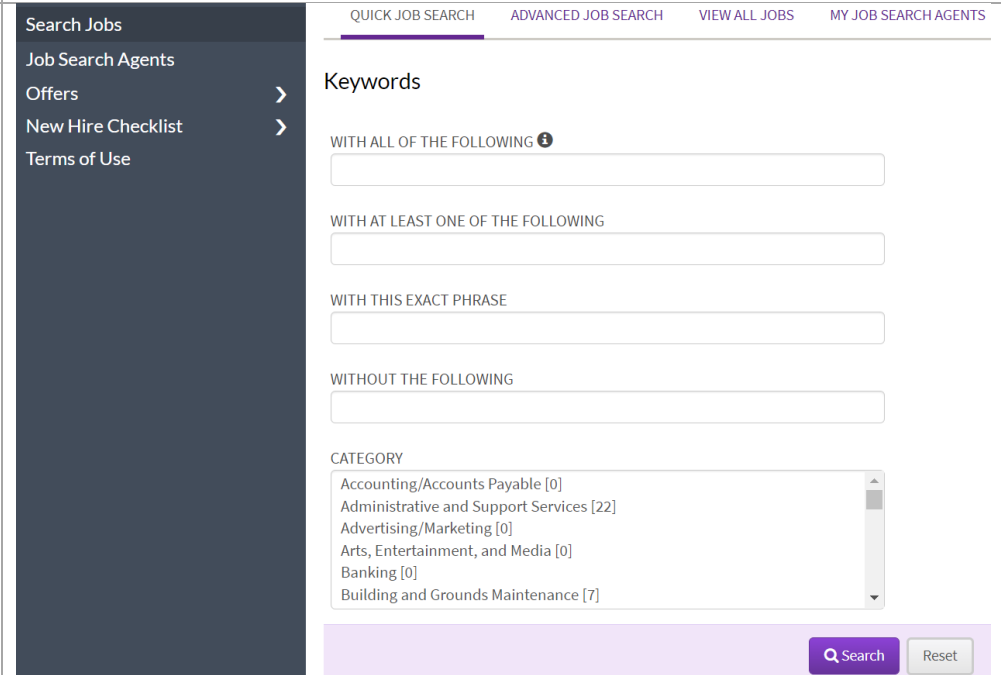
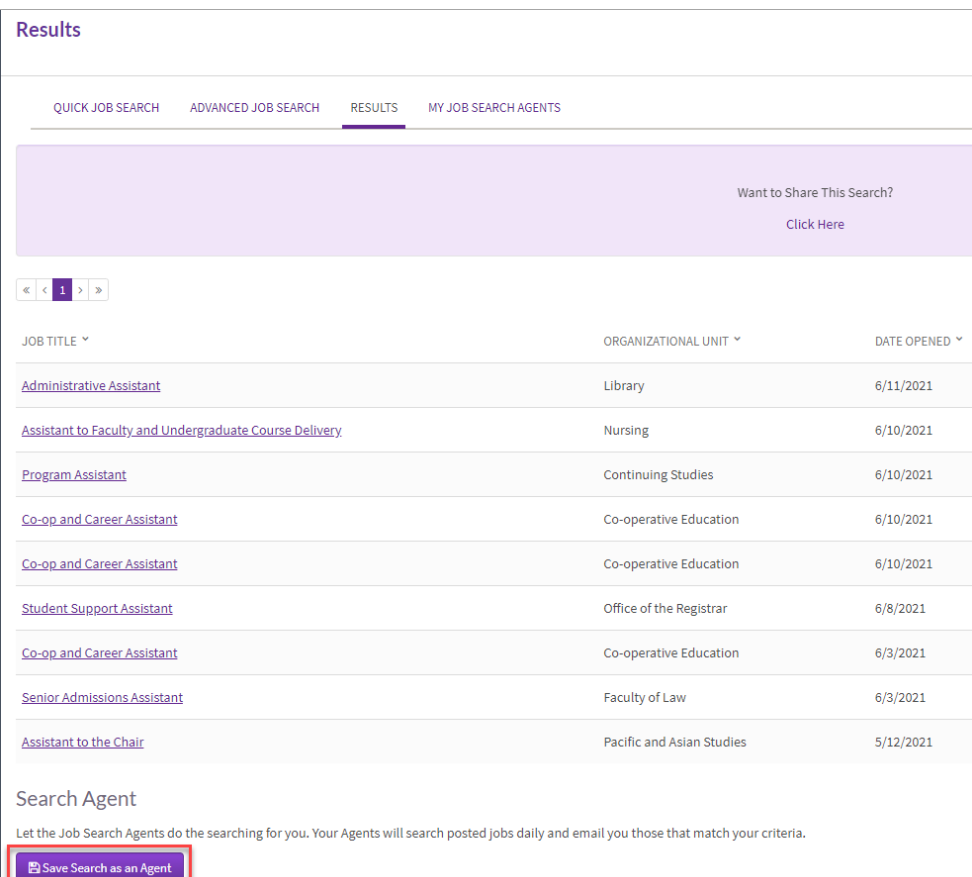
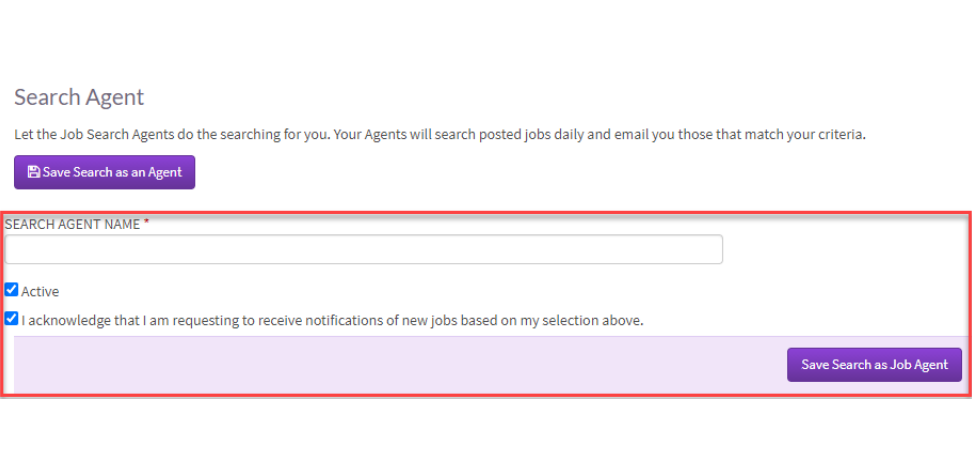


# JOB SEARCH AGENTS

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 when a job that matches your search criteria is posted on the UVic Careers website. <https://www.uvic.ca/hr/manager-support/hiring/post-job/index.php>

#	INSTRUCTIONS	SCREENSHOT
1	Log in to your UVic Careers account.	 <p>The screenshot shows the top navigation bar of the UVic Careers website. The 'Log in' button is highlighted with a red box. Below the navigation bar, there are links for 'Job Search' and 'View All Jobs'. A 'Search Again' button is also visible.</p>
2	Log in is done through single sign on, click 'Sign in to UVic'  If you have difficulties logging into your account, please email <a href="mailto:uvicareers@uvic.ca">uvicareers@uvic.ca</a> for assistance.	 <p>The screenshot shows the login page with two sections: 'First Time User?' and 'Returning User'. The 'Returning User' section has a 'Sign in to UVic' button highlighted with a red arrow. Below it, the login form fields for 'User email' and 'Password' are crossed out with a large red X. A 'Log in' button is visible at the bottom of the form.</p>

#	INSTRUCTIONS	SCREENSHOT
		
3	<p>From the <i>Career Centre</i> menu, or from the <i>Career Centre</i> drop-down list, choose <b>Job Search Agents</b>.</p>	
4	<p>From the <i>Search Agents</i> page, choose the <b>Create New Search Agent</b> option.</p>	
5	<p>The <b>Quick Job Search</b> screen will appear. Enter your search criteria. To do an advanced search, choose <b>Advanced Job Search</b>.</p> <p>When you have finished entering search criteria, choose <i>Search</i>.</p>	

#	INSTRUCTIONS	SCREENSHOT																														
6	<p>On the <b>Search Results</b> screen, choose the <b>Save Search as an Agent</b> link at the bottom of the screen.</p>	 <p><b>Results</b></p> <p>QUICK JOB SEARCH   ADVANCED JOB SEARCH   <b>RESULTS</b>   MY JOB SEARCH AGENTS</p> <p>Want to Share This Search? Click Here</p> <p>&lt; &lt; 1 &gt; &gt;</p> <table border="1"> <thead> <tr> <th>JOB TITLE ▾</th> <th>ORGANIZATIONAL UNIT ▾</th> <th>DATE OPENED ▾</th> </tr> </thead> <tbody> <tr> <td><a href="#">Administrative Assistant</a></td> <td>Library</td> <td>6/11/2021</td> </tr> <tr> <td><a href="#">Assistant to Faculty and Undergraduate Course Delivery</a></td> <td>Nursing</td> <td>6/10/2021</td> </tr> <tr> <td><a href="#">Program Assistant</a></td> <td>Continuing Studies</td> <td>6/10/2021</td> </tr> <tr> <td><a href="#">Co-op and Career Assistant</a></td> <td>Co-operative Education</td> <td>6/10/2021</td> </tr> <tr> <td><a href="#">Co-op and Career Assistant</a></td> <td>Co-operative Education</td> <td>6/10/2021</td> </tr> <tr> <td><a href="#">Student Support Assistant</a></td> <td>Office of the Registrar</td> <td>6/8/2021</td> </tr> <tr> <td><a href="#">Co-op and Career Assistant</a></td> <td>Co-operative Education</td> <td>6/3/2021</td> </tr> <tr> <td><a href="#">Senior Admissions Assistant</a></td> <td>Faculty of Law</td> <td>6/3/2021</td> </tr> <tr> <td><a href="#">Assistant to the Chair</a></td> <td>Pacific and Asian Studies</td> <td>5/12/2021</td> </tr> </tbody> </table> <p>Search Agent</p> <p>Let the Job Search Agents do the searching for you. Your Agents will search posted jobs daily and email you those that match your criteria.</p> <p><b>Save Search as an Agent</b></p>	JOB TITLE ▾	ORGANIZATIONAL UNIT ▾	DATE OPENED ▾	<a href="#">Administrative Assistant</a>	Library	6/11/2021	<a href="#">Assistant to Faculty and Undergraduate Course Delivery</a>	Nursing	6/10/2021	<a href="#">Program Assistant</a>	Continuing Studies	6/10/2021	<a href="#">Co-op and Career Assistant</a>	Co-operative Education	6/10/2021	<a href="#">Co-op and Career Assistant</a>	Co-operative Education	6/10/2021	<a href="#">Student Support Assistant</a>	Office of the Registrar	6/8/2021	<a href="#">Co-op and Career Assistant</a>	Co-operative Education	6/3/2021	<a href="#">Senior Admissions Assistant</a>	Faculty of Law	6/3/2021	<a href="#">Assistant to the Chair</a>	Pacific and Asian Studies	5/12/2021
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7	<p>Enter the <b>Search Agent Name</b> and check the box next to the <b>Active</b> field.</p> <p>Check the box next to the acknowledgement statement if you wish to receive daily emails when jobs matching your search criteria are posted.</p> <p>Select the <b>Save Search as Job Agent</b> button.</p>	 <p>Search Agent</p> <p>Let the Job Search Agents do the searching for you. Your Agents will search posted jobs daily and email you those that match your criteria.</p> <p><b>Save Search as an Agent</b></p> <p>SEARCH AGENT NAME *</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> I acknowledge that I am requesting to receive notifications of new jobs based on my selection above.</p> <p><b>Save Search as Job Agent</b></p>																														

#

## INSTRUCTIONS

## SCREENSHOT

8

To update or delete your search agents, choose **My Job Search Agents** from the *Career Centre*.

MONSTER

Job Search

Employees Search...

Career Centre / Job Search / Job Search Agents

Quick Job Search

QUICK JOB SEARCH ADVANCED JOB SEARCH VIEW ALL JOBS **MY JOB SEARCH AGENTS**

Keywords

WITH ALL OF THE FOLLOWING

WITH AT LEAST ONE OF THE FOLLOWING

WITH THIS EXACT PHRASE

9

A list of your current job search agents will appear. In the **Actions** column on the right there are three options. You can:

**Run Agent Manually.** This will present the search results on the screen.

**Deactivate.** This will deactivate the job agent until you activate it again.

**Delete.** This will permanently delete the job agent.

CAREER CENTRE

My Résumés

Job Search

Search Jobs

Job Search Agents

Offers

New Hire Checklist

Terms of Use

Career Centre / Job Search / Job Search Agents

Search Agents

Create New Search Agent

Current Agents

Displaying 1 - 1 of 1 10 25 50 100 per page

SEARCH AGENT NAME	ACTIVE	DELIVERY METHOD	DELIVERY FREQUENCY	NEXT RUN DATE	DATE CREATED	ASSOCIATED POOL	ACTIONS
Administrative positions	Yes	E-mail [Switch to RSS]	Daily	6/12/2021, 11:17 AM (PDT)	6/11/2021		