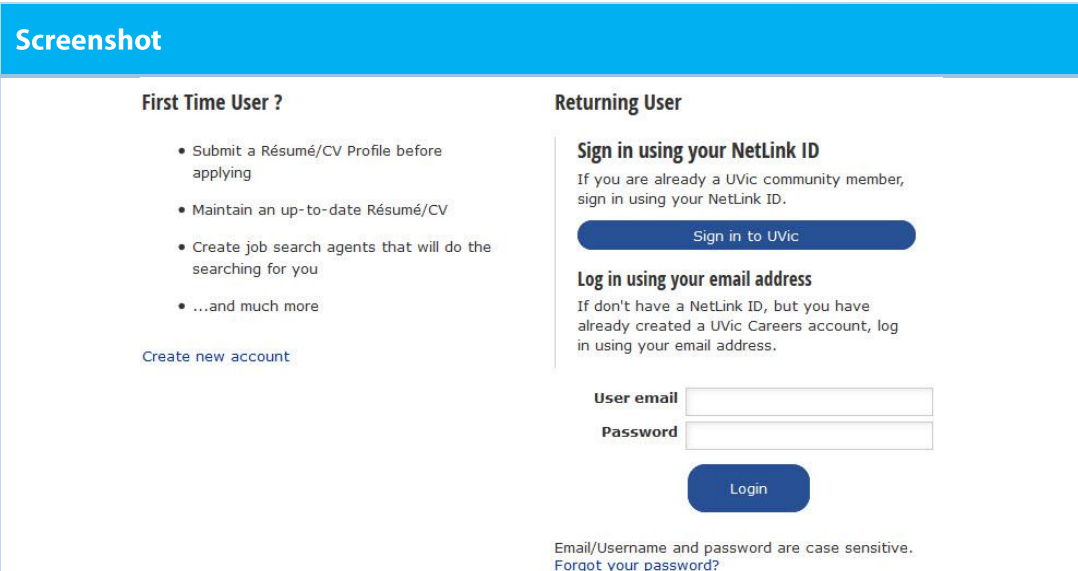
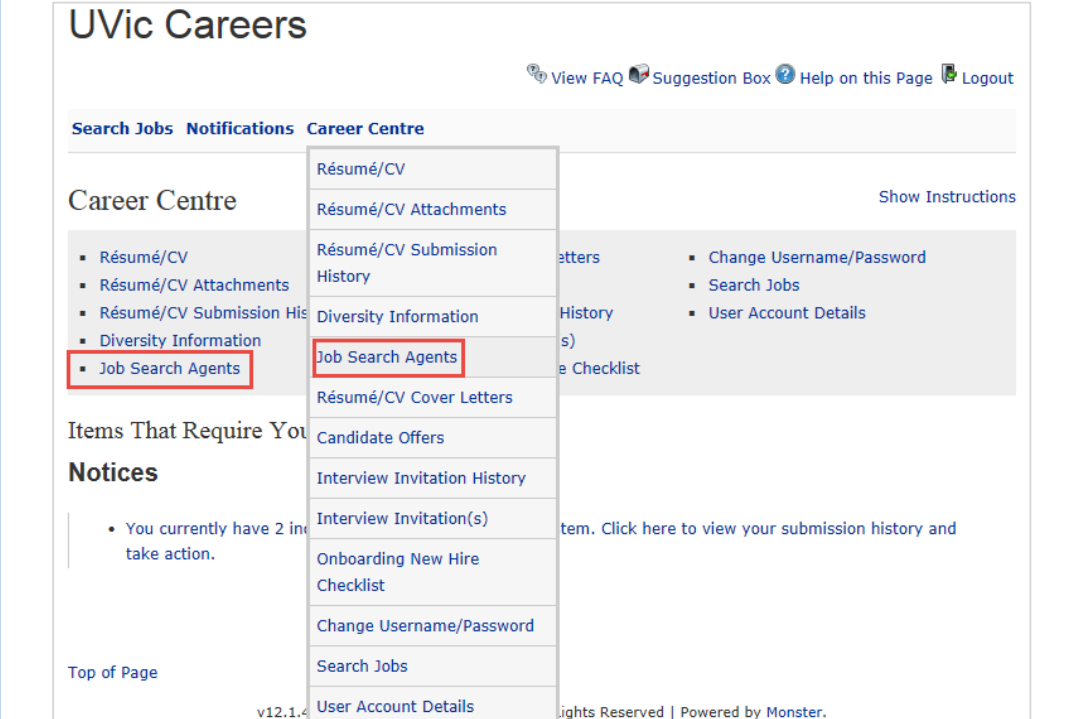


# Job search agents











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. More resources:

[www.uvic.ca/hr/careers/home/apply](http://www.uvic.ca/hr/careers/home/apply)

#	Instructions	Screenshot
1	Log in to your UVic Careers account.	
2	From the <i>Career Centre</i> menu, or from the <i>Career Centre</i> drop-down list, choose <b>Job Search Agents</b> .	

#	Instructions	Screenshot															
4	From the <i>Search Agents</i> page, choose the <b>Create New Search Agent</b> option.																
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 <b>Search</b>.</p>																
6	On the <b>Search Results</b> screen, choose the <b>Save Search as an Agent</b> link at the bottom of the screen.	<table border="1"> <thead> <tr> <th>Job Title</th> <th>Location</th> <th>Date Opened</th> <th>Organizational Unit</th> <th>Req. #</th> </tr> </thead> <tbody> <tr> <td><a href="#">Assessment and Evaluation Assistant</a></td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/21/2014</td> <td>Division of Medical Sciences</td> <td>993937</td> </tr> <tr> <td><a href="#">Financial Officer, Island Medical Program and Division of Medical Sciences</a></td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/21/2014</td> <td>Island Medical Program</td> <td>993739</td> </tr> </tbody> </table>	Job Title	Location	Date Opened	Organizational Unit	Req. #	<a href="#">Assessment and Evaluation Assistant</a>	University of Victoria Victoria, BC, CA V8W 2Y2	7/21/2014	Division of Medical Sciences	993937	<a href="#">Financial Officer, Island Medical Program and Division of Medical Sciences</a>	University of Victoria Victoria, BC, CA V8W 2Y2	7/21/2014	Island Medical Program	993739
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#	Instructions	Screenshot															
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><b>Search Results</b></p> <p>Quick Job Search :: Advanced Job Search :: Search Again :: My Job Search Agents</p> <p>Want to Share This Search? <a href="#">Click Here</a></p> <p>Displaying 1 - 2 of 2 <b>10</b> <b>25</b> <b>50</b> <b>100</b> per page</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Location</th> <th>Date Opened</th> <th>Organizational Unit</th> <th>Req. #</th> </tr> </thead> <tbody> <tr> <td><a href="#">Assessment and Evaluation Assistant</a></td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/21/2014</td> <td>Division of Medical Sciences</td> <td>993937</td> </tr> <tr> <td><a href="#">Financial Officer, Island Medical Program and Division of Medical Sciences</a></td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/21/2014</td> <td>Island Medical Program</td> <td>993739</td> </tr> </tbody> </table> <p><b>Search Agent</b></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><a href="#">Save Search as an Agent</a></p> <div style="border: 2px solid red; padding: 10px;"> <p><b>Search Agent Name *</b> <input type="text" value="Accounting Jobs"/></p> <p><b>Active</b> <input checked="" type="checkbox"/></p> <p><b>I acknowledge that I am requesting to receive email of job notifications based on my selection above. *</b> <input checked="" type="checkbox"/></p> <p style="text-align: center;"><b>Save Search as Job Agent</b></p> </div>	Job Title	Location	Date Opened	Organizational Unit	Req. #	<a href="#">Assessment and Evaluation Assistant</a>	University of Victoria Victoria, BC, CA V8W 2Y2	7/21/2014	Division of Medical Sciences	993937	<a href="#">Financial Officer, Island Medical Program and Division of Medical Sciences</a>	University of Victoria Victoria, BC, CA V8W 2Y2	7/21/2014	Island Medical Program	993739
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8	<p>To update or delete your search agents, choose <b>Job Search Agents</b> from the <b>Career Centre</b>.</p>	<p><b>UVic Careers</b></p> <p><a href="#">View FAQ</a> <a href="#">Suggestion Box</a> <a href="#">Help on this Page</a> <a href="#">Logout</a></p> <p><a href="#">Search Jobs</a> <a href="#">Notifications</a> <a href="#">Career Centre</a></p> <p><b>Career Centre</b> <span style="float: right;"><a href="#">Show Instructions</a></span></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Résumé/CV</a></li> <li>▪ <a href="#">Résumé/CV Attachments</a></li> <li>▪ <a href="#">Résumé/CV Submission History</a></li> <li>▪ <a href="#">Diversity Information</a></li> <li>▪ <a href="#">Job Search Agents</a></li> </ul> <p><b>Items That Require Your Attention</b></p> <p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• You currently have 2 items that require your attention. Click here to view your submission history and take action.</li> </ul> <p><a href="#">Top of Page</a></p> <p>v12.1.4 <span style="float: right;">ights Reserved   Powered by Monster.</span></p>															

#	Instructions	Screenshot														
10	<p>A list of your current job search agents will appear. In the <b>Actions</b> column on the right there are three options. You can:</p> <ul style="list-style-type: none"> <li> <b>Run Agent Manually.</b> This will present the search results on the screen.</li> <li> <b>Deactivate.</b> This will deactivate the job agent until you activate it again.</li> <li> <b>Delete.</b> This will permanently delete the job agent.</li> </ul>	 <p>The screenshot shows the 'Search Agents' interface. At the top right is a 'Show Instructions' link. Below it is a 'Create New Search Agent' link. A pagination bar shows 'Displaying 1 - 1 of 1' and 'per page' options for 10, 25, 50, and 100. Below the pagination is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Search Agent Name</th> <th>Active</th> <th>Delivery Method</th> <th>Delivery Frequency</th> <th>Next Run Date</th> <th>Date Created</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Accounting Jobs</td> <td>Yes</td> <td>Email [Switch to RSS]</td> <td>Daily</td> <td>7/29/2014, 5:16 PM (PDT)</td> <td>7/28/2014</td> <td>  </td> </tr> </tbody> </table>	Search Agent Name	Active	Delivery Method	Delivery Frequency	Next Run Date	Date Created	Actions	Accounting Jobs	Yes	Email [Switch to RSS]	Daily	7/29/2014, 5:16 PM (PDT)	7/28/2014	  
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