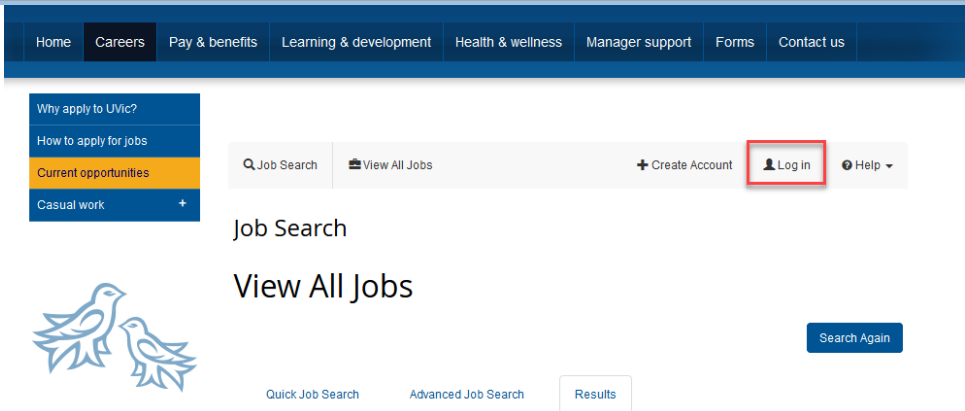
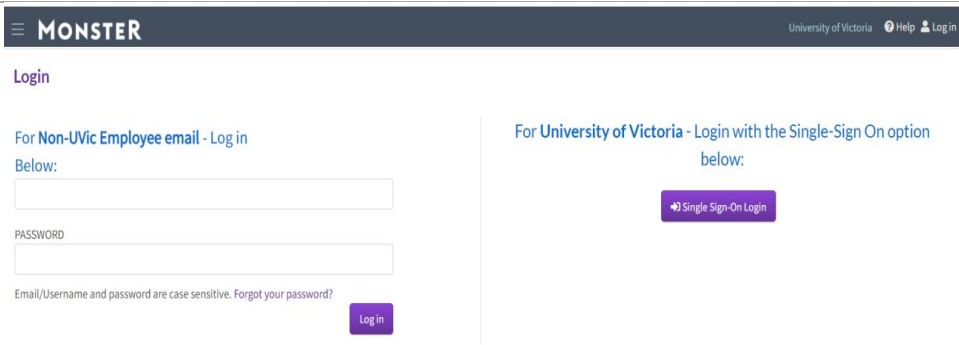
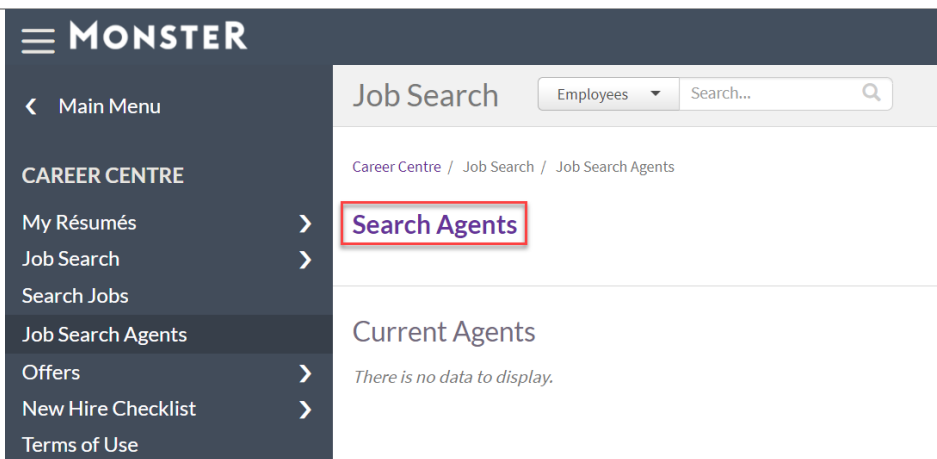
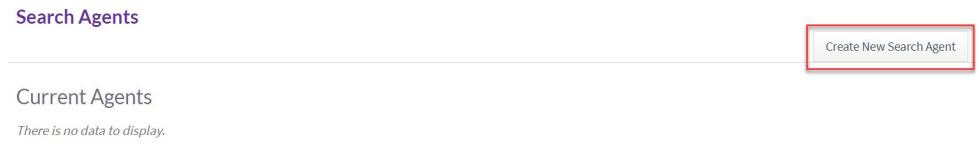
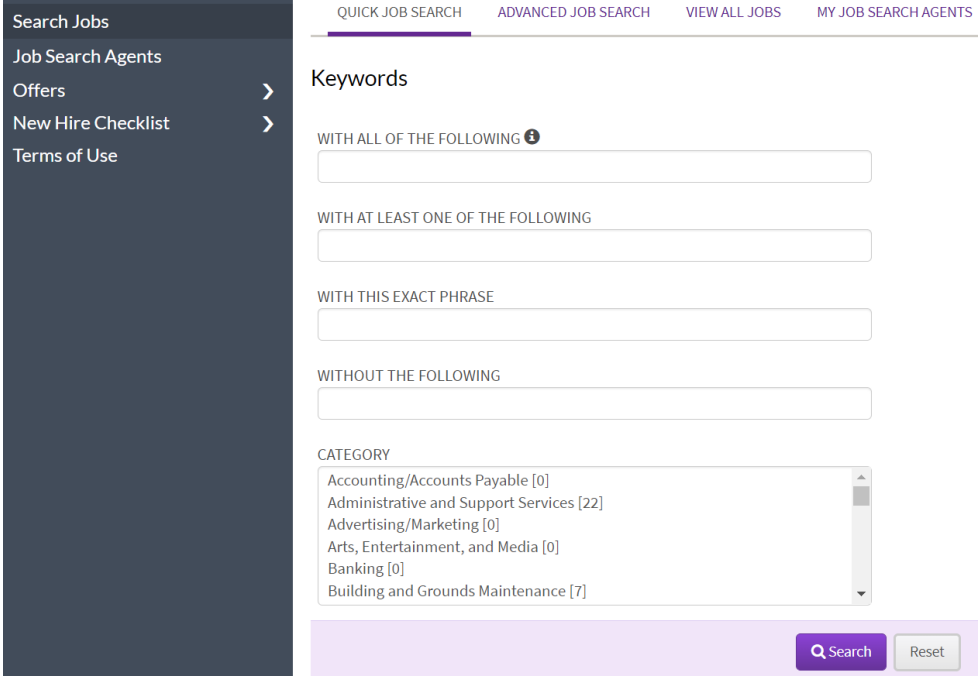
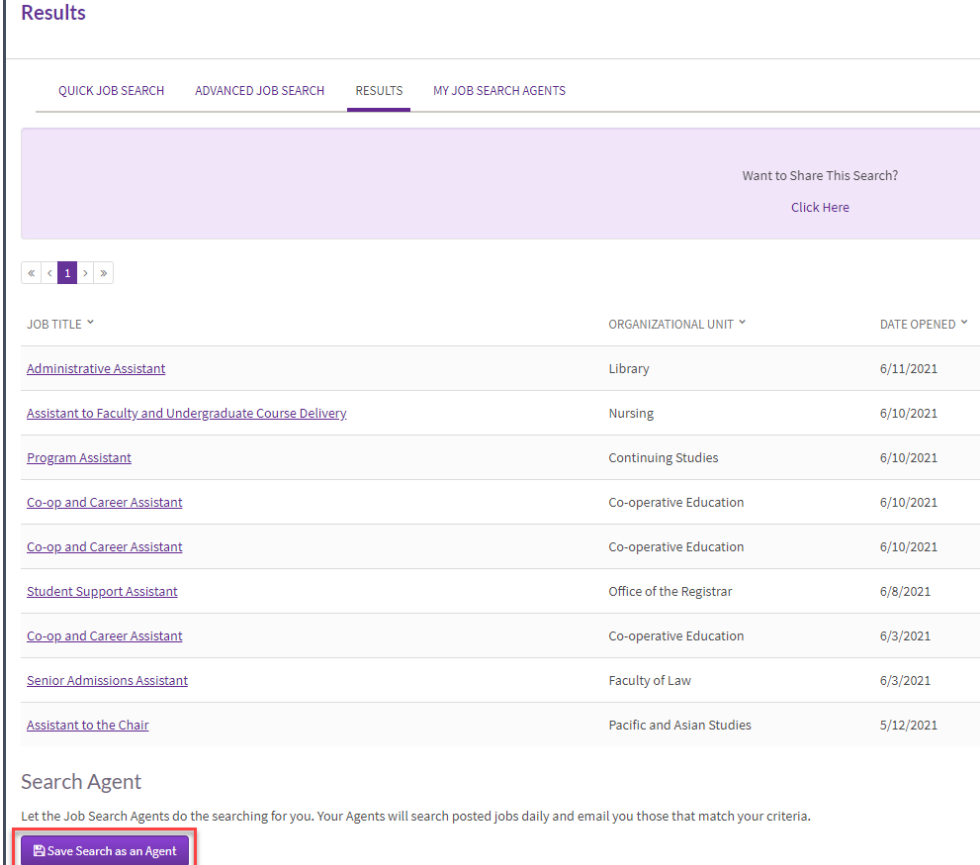
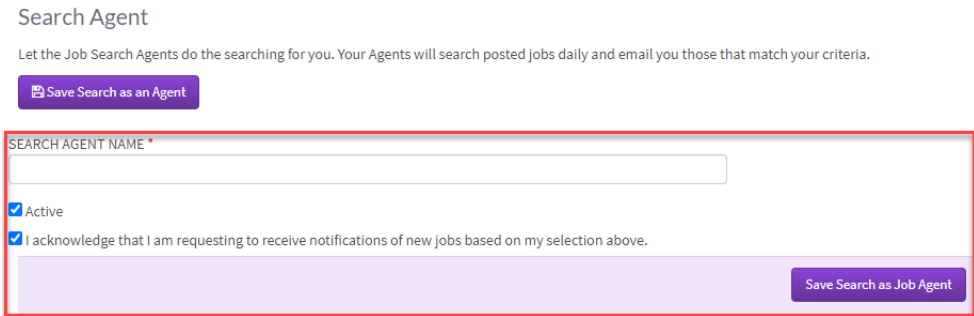
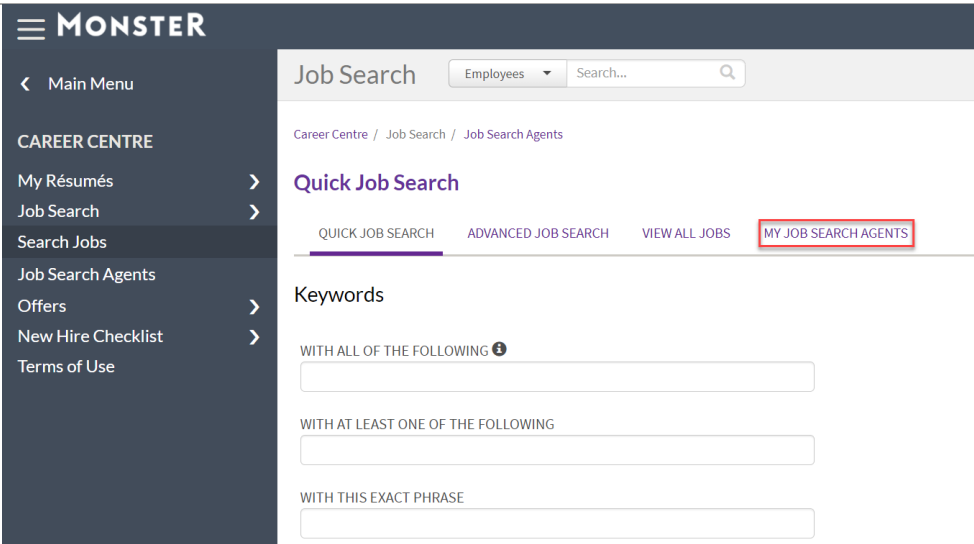





JOB SEARCH AGENTS

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.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to your UVic Careers account.	 <p>The screenshot shows the UVic Careers website. The top navigation bar includes links for Home, Careers, Pay & benefits, Learning & development, Health & wellness, Manager support, Forms, and Contact us. Below this, there's a section for 'Job Search' with a 'View All Jobs' button. The 'Log In' button is highlighted with a red box.</p>
2	<p>If you are a current UVic employee, click 'Single Sign-on Login'. If you are <u>not</u> a current employee, enter your user email and password under "Non-UVic Employee" login.</p> <p>If you have difficulties logging into your account, please email uviccareers@uvic.ca for assistance.</p>	 <p>The screenshot shows the Monster login page. The 'Single Sign-On Login' button is highlighted with a red box. The page includes fields for email/username and password, and a 'Log In' button.</p>
3	From the <i>Career Centre</i> drop-down list, choose Job Search/Job Search Agents .	 <p>The screenshot shows the Monster Career Centre menu. The 'Job Search Agents' option is highlighted with a red box. The menu includes options like My Résumés, Job Search, Search Jobs, Job Search Agents, Offers, New Hire Checklist, and Terms of Use.</p>

#	INSTRUCTIONS	SCREENSHOT																														
4	From the <i>Search Agents</i> page, choose the Create New Search Agent option at top right of screen.	 <p>Search Agents</p> <p>Create New Search Agent</p> <p>Current Agents</p> <p><i>There is no data to display.</i></p>																														
5	<p>The Quick Job Search screen will appear. Enter your search criteria. To do an advanced search, choose Advanced Job Search.</p> <p>When you have finished entering search criteria, choose <i>Search</i>.</p>	 <p>Search Jobs</p> <ul style="list-style-type: none"> Job Search Agents Offers New Hire Checklist Terms of Use <p>QUICK JOB SEARCH ADVANCED JOB SEARCH VIEW ALL JOBS MY JOB SEARCH AGENTS</p> <p>Keywords</p> <p>WITH ALL OF THE FOLLOWING ⓘ</p> <p>WITH AT LEAST ONE OF THE FOLLOWING</p> <p>WITH THIS EXACT PHRASE</p> <p>WITHOUT THE FOLLOWING</p> <p>CATEGORY</p> <ul style="list-style-type: none"> Accounting/Accounts Payable [0] Administrative and Support Services [22] Advertising/Marketing [0] Arts, Entertainment, and Media [0] Banking [0] Building and Grounds Maintenance [7] <p>Q Search Reset</p>																														
6	On the Search Results screen, choose the Save Search as an Agent link at the bottom of the screen.	 <p>Results</p> <p>QUICK JOB SEARCH ADVANCED JOB SEARCH RESULTS MY JOB SEARCH AGENTS</p> <p>Want to Share This Search? Click Here</p> <p>< < 1 > ></p> <table> <thead> <tr> <th>JOB TITLE ▾</th><th>ORGANIZATIONAL UNIT ▾</th><th>DATE OPENED ▾</th></tr> </thead> <tbody> <tr> <td>Administrative Assistant</td><td>Library</td><td>6/11/2021</td></tr> <tr> <td>Assistant to Faculty and Undergraduate Course Delivery</td><td>Nursing</td><td>6/10/2021</td></tr> <tr> <td>Program Assistant</td><td>Continuing Studies</td><td>6/10/2021</td></tr> <tr> <td>Co-op and Career Assistant</td><td>Co-operative Education</td><td>6/10/2021</td></tr> <tr> <td>Co-op and Career Assistant</td><td>Co-operative Education</td><td>6/10/2021</td></tr> <tr> <td>Student Support Assistant</td><td>Office of the Registrar</td><td>6/8/2021</td></tr> <tr> <td>Co-op and Career Assistant</td><td>Co-operative Education</td><td>6/3/2021</td></tr> <tr> <td>Senior Admissions Assistant</td><td>Faculty of Law</td><td>6/3/2021</td></tr> <tr> <td>Assistant to the Chair</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>Save Search as an Agent</p>	JOB TITLE ▾	ORGANIZATIONAL UNIT ▾	DATE OPENED ▾	Administrative Assistant	Library	6/11/2021	Assistant to Faculty and Undergraduate Course Delivery	Nursing	6/10/2021	Program Assistant	Continuing Studies	6/10/2021	Co-op and Career Assistant	Co-operative Education	6/10/2021	Co-op and Career Assistant	Co-operative Education	6/10/2021	Student Support Assistant	Office of the Registrar	6/8/2021	Co-op and Career Assistant	Co-operative Education	6/3/2021	Senior Admissions Assistant	Faculty of Law	6/3/2021	Assistant to the Chair	Pacific and Asian Studies	5/12/2021
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#	INSTRUCTIONS	SCREENSHOT
7	<p>Enter a Search Agent Name and check the box next to the Active 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 Save Search as Job Agent button.</p>	
8	<p>To update or delete your search agents, choose My Job Search Agents from the <i>Career Centre</i>.</p>	
9	<p>A list of your current job search agents will appear. In the Actions column on the right there are three options. You can:</p> <ul style="list-style-type: none">  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. 	