



Job Agent Instructions

A Job Agent is a function that will search through recently created and updated jobs on a nightly basis and e-mail information about them to a student or alumni.

Search job opportunities under **Job Listings**; select your job choice and applicable criteria.

Job Advanced Search

Keyword(s): Job ID:

Organization Name: Job Location:

Position Type:

Job Category:

Majors (click Add):

Classification:

Wage/Salary: -

Click [**Save Search**] to save the criteria of your search and create a Job Agent.

Search Results: 325 jobs				[Change Criteria] [Save Search]			
Job ID	Job Title	Organization Name	Applicant Type	Position Type	Job Location	Post Date	Expiration Date
146	Lab Tech	Deltaburk	Internship	Part-time, Temporary	Illinois	5/23/2007	9/1/2008
Looking for qualified candidates with science or engineering backgrounds. Positions throughout (more...)							
175	Medical Tech	St. Lukes	Alumni	Full-time Experienced,	Kentucky	12/19/2007	9/2/2008
Medical Technologist II - Clinical Lab - St. Luke Hospital Job Overview: Analyses, identifies and co (more...)							
180	Nauralist	Glenn County	Graduating Student	Full-time Entry Level	Ohio	2/15/2008	9/3/2008
Research and organize topical (more...)							

Name the **Saved Search**, check the box and click **Save** to create a Job Agent.

Enter a name to represent this saved search. It can easily be accessed from the Saved Searches section on the **Home** page.

Saved Search Name:

Please send me an e-mail when any new jobs matching this search are available.

You will receive e-mail notification when new and updated jobs matching this search are posted.

To cancel the Job Agent e-mail notification, delete your Saved Search under the Quick Links section on your Home page of Hire a Flyer.

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