



The CAREER CENTER

Eagle Ops Search Agents & Saved Searches Cheat Sheet

Search Agents

Job search agents will alert you when there are new jobs posted to the system that meet specific criteria that you have set. You can have updates sent to you as often as every day, week, etc.

Setting it up

The first step in creating a search agent is to start with an Advanced Search. Click on “Jobs” on the navigation bar, then on “Advanced Search” tab. The top field is Search Agents, check mark next to “Save as” and give your agent a label. Select your search criteria and submit.

Full-time Tip Best criteria for a full-time job: from the pull down next to “Position Type” select “full-time”, “Major” from the pull down and select a “Job Function”.

The screenshot shows the 'Advanced Search Options' form in a web browser. The 'Search Agents' dropdown is set to '[select existing]'. Below it, the 'Save as' checkbox is checked, and an arrow points to it from a callout box on the right. Other fields include 'Show Me' (set to 'All Jobs & Interviews'), 'Posting Date (last # days)', 'Keywords', 'Majors/Concentrations' (set to '[select]'), and 'Position Type' (set to 'Co-op'). The 'Advanced Search Instructions' panel on the right provides tips on search syntax, such as using asterisks for partial matches and minus signs to exclude terms.

Scheduling Agents

Once you have created a search agent, it will now show up on the Search Agents page (Jobs/ Search Agents tab). You can enable it to run on a schedule by clicking on “Search Agents” tab. Select your Search Agent Label, and click “Enabled – Yes”, and then set a Period and a Multiple to set up a scheduled search. The Period and Multiple determine how frequently a Search Agent runs. (Example: Period=month, Multiple=2, Agent will be run every 2 months.) A Search Agent runs a scheduled search automatically and then emails the results of the query to you.


Search Agent Page

home | profile | documents | **jobs** | employers | interviews | events | calendar

job postings [show in a separate window] NACElink software by symlicity

BURRUTO, GRETCHEN

Jobs Favorites Advanced Search **Search Agents** Applications ? Help

 Because job options such Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

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Label ▼	Agent Type ▼	Last Run On ▼	Next Scheduled Run ▼	Schedule	Options
Design Search Agent	Student Job Search	Oct 04, 2006 2:20 am	Oct 05, 2006	1 day	Schedule Edit Run Delete
Fine Art Job Agent	Student Job Search	Oct 26, 2006 2:23 am	Oct 27, 2006	1 day	Schedule Edit Run Delete
FT Design Search Agent	Student Job Search	-	-	x	Schedule Edit Run Delete
Graphic Design Search Agent	Student Job Search	-	-	x	Schedule Edit Run Delete
graphic design summer co-op	Student Job Search	-	Oct 27, 2006	2 weeks	Schedule Edit Run Delete
Interior & Industrial Agent	Student Job Search	-	-	x	Schedule Edit Run Delete
JADC Design Search Agent	Student Job Search	-	-	x	Schedule Edit Run Delete
jadu co-op	Student Job Search	-	-	x	Schedule Edit Run Delete

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Using Agents as a Saved Search

Search Agents are basically a saved Advanced Search that you can run at any time. So rather than waiting for an email notification of a new job, or performing a search for jobs by selecting criteria each time – just go to Jobs on the navigation bar and the Search Agent tab – click on the name of the agent you have set up and on the right side and hit the “run” button. You will get real-time results based on the agent’s criteria.

Maintaining Your Agents

From the Search Agent page you not only set up how often it is run, but you can edit, delete each agent. It is recommended that you review and update your agents periodically because job options such Major Recruited, Geographic Region etc. may change from time to time.

Tips for Using the Key Word Field

- Please note that keyword search matches whole words by default.
- To get partial matches, add an asterisk to your search term: manage*
- To exclude results which include certain words, prepend them with a minus: manage* -weather
- To search for specific phrases, use double quotes: "store manager"
- Search terms shorter than 3 characters and some common words are ignored, except in "phrase" searches, where some words may be shorter.