

Creating a Job Search Agent on the Bucks Online Job Board

Why would I want to create a Job Search Agent?

Job-search agents will alert you when new are jobs posted to the job board that match what you are looking for. You can have updates sent to you as often as every day, week, etc.

How do I set-up a Job Search Agent?

To set up a search agent,

1. Click on the 'Jobs' tab and then on 'Advanced Search.'
2. Enter a name for your search agent in the box next to Save As near the top of the form
3. Check the Save As box
4. Select the minimum criteria that you need for a job to be of interest to you (e.g. location, industry, preferred major, etc.)
5. Click the Submit button
6. You will be directed to a list of current jobs that match the criteria you selected

Once you have created a search agent, you can enable it to run on a schedule by clicking on 'Search Agents' in the 'Jobs' section.

How do I setup a search agent to run automatically?

Once a search agent is saved, you may click 'schedule' to choose how often the search should be run.

From the Job Postings section of the site:

1. Click on Search Agents
2. Click the Schedule button in the right-hand column of the table listing your saved Job Search Agents
3. Select the radio button next to Yes by Enabled
4. Select Day, Week or Month from the dropdown menu next to Period
5. Select the multiple you want to use. Most of the time, you will want to leave it at 1. If you change the multiple, the Job Search Agent will run **less** frequently. For example, if you select Week next to period and 2 next to Multiple, your Job Search Agent will run once every two weeks, **not** twice a week.
6. If you select Yes next to Include Only New Results, only new job postings will be included in the results that your agent emails to you. If you want your Job Search Agent to email you all currently posted jobs that match your criteria, even if you may have received them previously, select No.
7. Click Submit