

# RIT Job Zone Search Agents

## 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.

**Co-op Tip** Best criteria for a co-op job: from the pull down next to “Position Type” select “co-op”, next to “Key Word” type in quarter you wish to start your co-op (i.e. 052) in search field, select your “Major” from the pull down.

**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 RIT Job Zone Search Agents interface. At the top, there is a navigation bar with tabs: Edit, Interviews, Events, Account, Login As, Extra Data, Notes, Event Log, Invoices, Activity, Kiosk Logs, and help. Below this is a secondary navigation bar with links: home, profile, documents, jobs, employers, interviews, events, and calendar. The main content area is titled "job postings" and includes a "show in a separate window" link, the NACElink logo, and the text "software by simplicity". The user's name "BURRUTO, GRETCHEN" is displayed in the top right corner. The "Advanced Search" tab is selected, and the "Advanced Search Options" form is visible. The form includes fields for "Search Agents" (a dropdown menu), "Save as" (a checkbox), "Show Me" (a dropdown menu), "Posting Date (last # days)" (a text input), "Keywords" (a text input), "Majors/Concentrations" (a dropdown menu), and "Position Type" (a dropdown menu). A callout box on the left side of the form points to the "Save as" checkbox with the text "Check mark next to 'Save As' to start an agent". To the right of the form is a "Advanced Search Instructions" box containing search tips.

**Advanced Search Options**

Search Agents [select existing]  Save as:

Show Me All Jobs & Interviews

Posting Date (last # days)

Keywords Searches job title, ID, description, and employer name.

Majors/Concentrations [select]

Limit Filter to Selected Values

Ignores jobs with 'All Majors' selected  yes  no

Position Type

- Co-op
- Full Time
- Part Time
- Temporary
- Project/Freelance
- Internship

**Advanced Search Instructions**

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.

## 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 symplivity

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
<a href="#">Design Search Agent</a>	Student Job Search	Oct 04, 2006 2:20 am	Oct 05, 2006	1 day	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">Fine Art Job Agent</a>	Student Job Search	Oct 26, 2006 2:23 am	Oct 27, 2006	1 day	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">FT Design Search Agent</a>	Student Job Search	-	-	x	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">Graphic Design Search Agent</a>	Student Job Search	-	-	x	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">graphic design summer co-op</a>	Student Job Search	-	Oct 27, 2006	2 weeks	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">Interior &amp; Industrial Agent</a>	Student Job Search	-	-	x	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">JADC Design Search Agent</a>	Student Job Search	-	-	x	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>
<a href="#">jadu co-op</a>	Student Job Search	-	-	x	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">Delete</a>

Items 1-8 of 8 ◀ Previous | Jump 1 | Next ▶

## 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.

As always, if you have any questions please give us a call at 585-475-2301, -6905 TTY or contact your program coordinator in our office directly.

## R·I·T

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