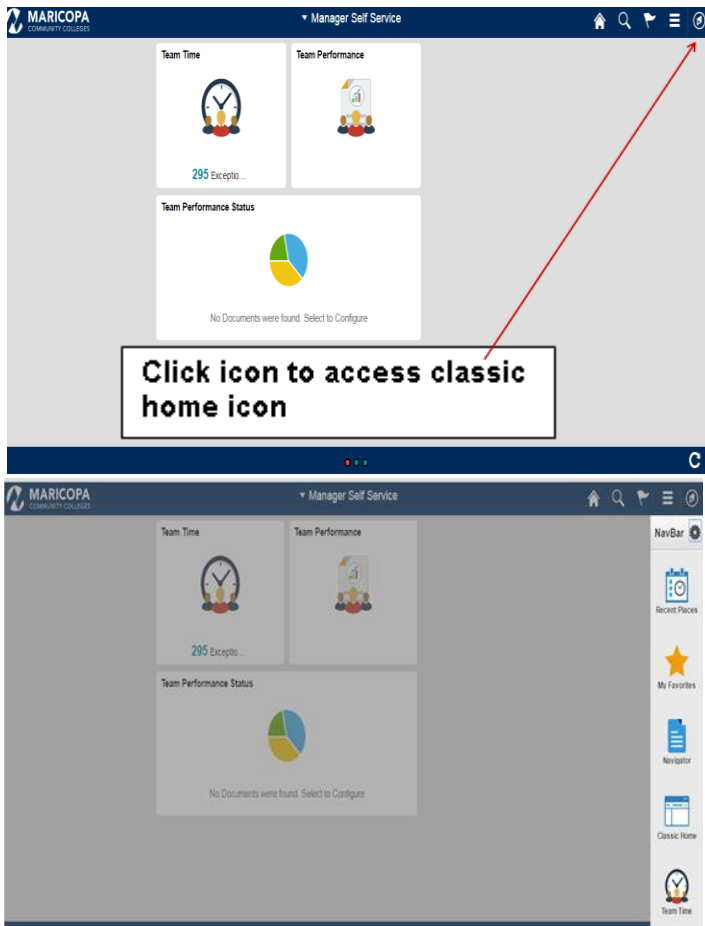


How to Save Job Searches & Create Job Agents for Job Searches

Step 1 (When Using Chrome)

Navigate to Classic Home Page



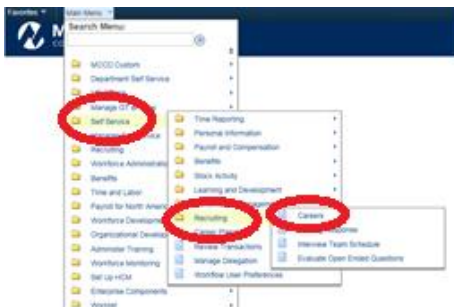
Step 2

Click the **Classic Home icon**

2

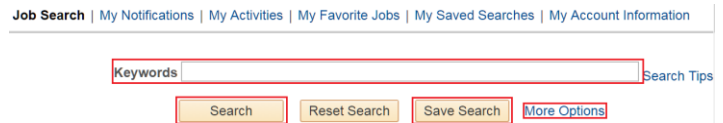
Click the

Main Menu > Self-Service > Recruiting > Careers



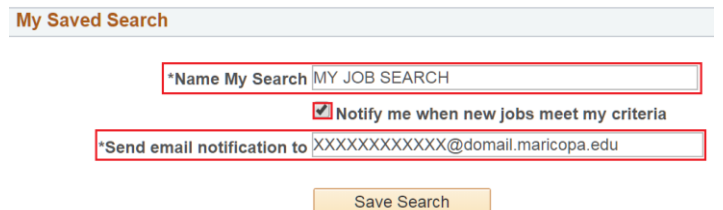
Step 3

- Enter appropriate keywords into Keywords field to provide you with relevant, useful (job) search results. For example, if you are interested in a position as a Coordinator of Employee Relations, then your Job Agent should contain the keywords 'HR Business' and 'Coordinator.'
- After entering text click the **Search** button to initiate search function.
- If more criteria is needed for the search, click the **More Option** link.
- Click the **Save Search** button.





Step 4

- Enter name of Search, in the **Name My Search** box, this will be the name of your Saved Search reference.
- To create a **Job Agent**, Click the **Check Box** that says, "Notify me when New Jobs meet my criteria."
- Enter Email (if not already auto filled with correct email), **Send Email Notification to**, for the Job Agent to automatically forward posted jobs to that match your search criteria.
- Lastly, Click the **Save Search** button, to complete the Save Search function.



Step 5

You can Edit your **Saved Searches** information by clicking the **pencil icon** or delete the Saved Search by clicking the **trash can icon**.

Search Name	Created On	Notifications Email	Notification Expires On	Edit Delete	Search
MY JOB SEARCH	07/19/2016	XXXXXXXXXXXX@domain.maricopa.edu	08/04/2016	 	<input type="button" value="Search"/>

Step 6

Your search will now reflect your choices in the **My Saved Searches** selection

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | **[My Saved Searches](#)** | [My Account Information](#)

Step 7

Use the **Filter** by column on the Left-Side of the **Careers** page to further **filter** your job search

Filter by

Recruiting Location:

- Mesa Community College (14)
- Rio Salado Community Coll..(7)
- Phoenix College (5)
- Estrella Mountain Comm Co..(4)
- Paradise Valley Community..(4)
- More...

Job Posted In

- 2016 (41)