## SETTING SEARCH AGENTS

- 1. Log-In
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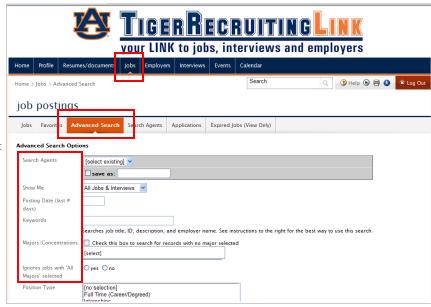
3. How to Schedule Runs

## 1. LOG-IN

- Log into your account at https://auburn-csm.symplicity.com/students.
- Mouse over the Jobs menu and select Auburn: Jobs/Interviews.
- Select the **Advanced Search** tab and you will see the search criteria form.

## 1. HOW TO CREATE A SEARCH AGENT

- You can create your own search options by choosing any or all of the available search criteria.
- You can save them to create your personal Search Agents and schedule periodic runs.
- The information generated in the search will be send to your email address.
  - Search Agents: Your can save your search options to create a Search Agent that can be used in future searches in TRL. Click the small box next to "Save as" and choose a name for your Search Agent (i.e. Process Engineering).
  - Show Me: This is the same menu as found in the Jobs tab. Choose the type of job you are looking for.
  - Posting Date: (Last # of Days) lets you view the most recent positions. (ex: If you enter a "3" it will search for jobs posted in the last 3 days.

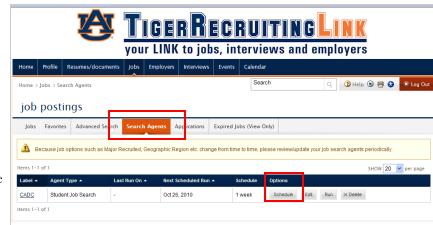


- **Keywords:** Includes any word that may be found in the job description, job requirements, qualifications, employer name, etc.
- Majors/Concentrations: Search specifically by major
- Ignore all Majors: You can choose to take major completely out of the screening criteria
- **Position Type**: Select the type of position(s) you are interested in (Hold down CTRL to select multiple types)
- Location: Choose your general location preferences
- Work Authorization: You can search by the type of Visa you have
- After selecting your search criteria, click on the Submit button. You will be taken to the Search Results page.

## 2. HOW TO SCHEDULE RUNS

- Click on the **Search Agents** tab to see a list of all of your saved Search Agents
- Label: Click on the label name to set your Search Agents to run on a regular schedule
  - 1. **Schedule the Search**: Choose the "yes" radio button under Enabled. The screen will then refresh and you'll be able to set when and how often your search will run.
  - 2. **Set Period:** Click the drop down menu under Period to choose the date, week, or month.
  - 3. **Set Frequency**: Under Multiple you will enter a number to determine how often your search will run (i.e. once a week, twice a month, etc).

- **4. Submit:** Click Submit to save the search schedule. You will be taken back to the Search Agent page where you will be able to see your Search Agent(s) schedule(s).
- **Agent Type**: Who created your search agent
- Last Run On: When the search last ran
- Next Scheduled Run: When the search will run again
- **Schedule**: How often did you schedule the search to run
- **Options**: You can Edit, Run, or Delete your search agent here
- When the scheduled search agent runs, you will be emailed the results.



Detailed instructions are available for using the **Jobs** tab and **Interviews** tab are available at **jobs.auburn.edu**. For additional assistance, contact:

- Career Development Services: email cdsserv@auburn.edu, call 844.4744 or utilize walk-in hours, M-F, 12 noon 4 p.m.
- Office of Professional and Career Development: email opcd@auburn.edu, call 844.7203, or utilize resource hours, M-Th 10 a.m.— 4 p.m.



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