TigerRecruitingLink
your LINK to jobs, interviews and employers

SETTING SEARCH AGENTS

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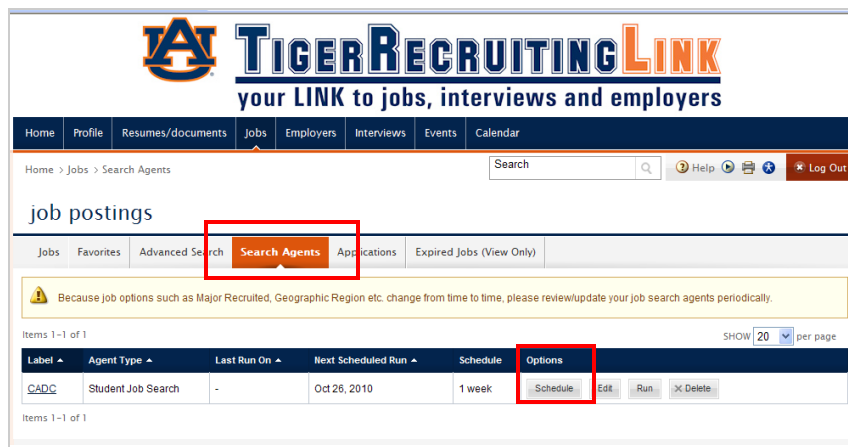
Detailed instructions are available for using the **Jobs** tab and **Interviews** tab are available at **jobs.auburn.edu**. For additional assistance, contact:

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

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