Creating a Job Search Agent
on the
TRU Careers Site

You can create Search Agents that will automatically search the database daily for new submissions that match the agent's criteria. If a match is found, an email notification is sent with a link to view the them.

In order to create a Job Search Agent you will need to have an Account. So if you have not already created an Account you will need to start by creating one.

Once you have created an Account, and logged into the system you will be taken to the Careers Center. The Career Center holds all of the links for managing your Résumé/CV, attachments, submissions, and searches and information that can help you locate the ideal position. On this page you will see a Link, shown by the red arrow below, that will take you to your Job Search Agents.

In the screen shot below is a page that currently has no Search Agents. The red arrow shows the link to create a new search agent.
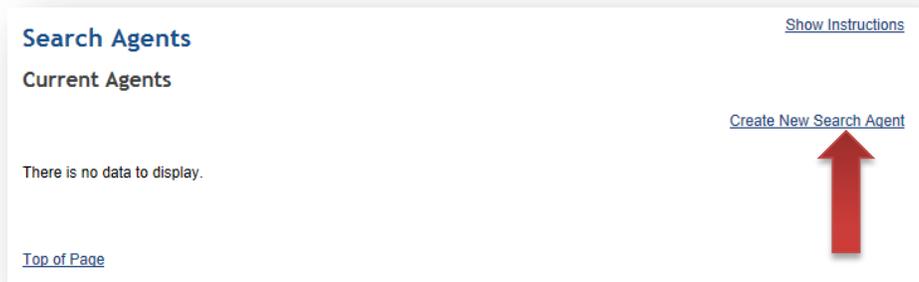
The first step to creating a search agent is to set up the filtering criteria. In the screen shot below I have selected Support (CUPE) positions located in Kamloops.
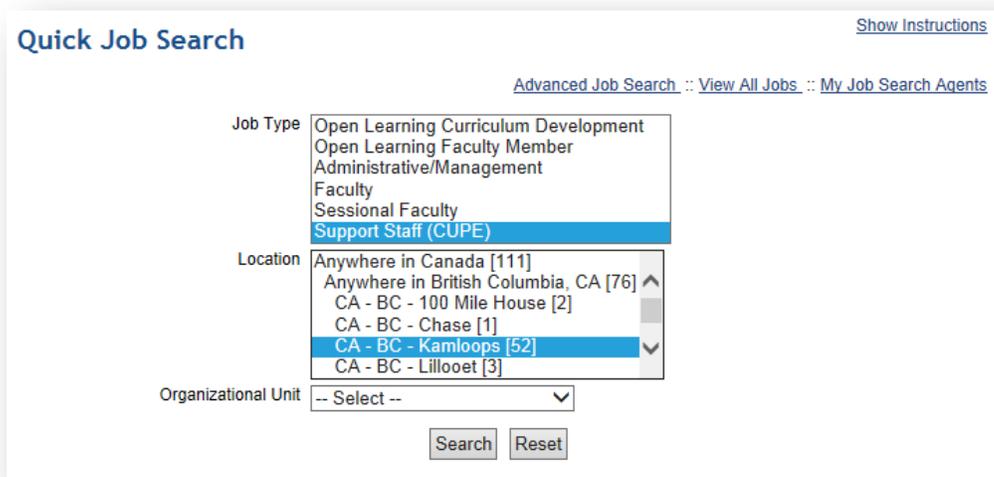
You can mix and match and match your filtering to match your personal needs. You can also create multiple search agents, you are not limited to one. Below you can see an example of a search that would return all the positions in the Faculty of Science.

When you have finished click the "Search" Button, or if you decide you want to start over again you can use the "Reset" button.

After clicking "Search" your results will be displayed as shown below. Under the search you will see a link to save the search as an Agent, indicated by the red Arrow.

Search Results

Quick Job Search :: Advanced Job Search :: Search Again :: My Job Search Agents

Want to Share This Search? Click Here

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Job Type	Job Title	Location	Date Opened	Closing Application Date	Organizational Unit	Req. #	Internal	Actions
Support	Program Advisor, FoHSED	Kamloops, BC, CA	13/6/2013	20/6/2013	Dean, FoHSED	00289	No	
Support	Development Support Officer	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.2	Yes	
Support	Development Support Officer	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.1	Yes	
Support	Admissions/Records Officer	Kamloops, BC, CA	12/6/2013	25/6/2013	Registrar	00212.11	Yes	
Support	International Admissions Coordinator	Kamloops, BC, CA	11/6/2013	24/6/2013	TRU World	00285.2	Yes	
Support	Student Support Receptionist	Kamloops, BC, CA	11/6/2013	24/6/2013	Faculty of Student Development	00221	No	
Support	Coordinator, External Agreements, Open Learning	Kamloops, BC, CA	10/6/2013	18/6/2013	Strategic Partnerships	00119	Yes	
Support	Business Analyst, Information Technology	Kamloops, BC, CA	6/6/2013	20/6/2013	Enterprise Systems	00261.1	Yes	
Support	Web Designer, OL	Kamloops, BC, CA	6/6/2013	20/6/2013	Marketing and Communication - OL	00094	No	
Support	Intellectual Property Officer II	Kamloops, BC, CA	6/6/2013	20/6/2013	Open Learning	00276.2	Yes	
Support	Library Clerk	Kamloops, BC, CA	5/6/2013	14/6/2013	University Library	00208.2	No	

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Search Agent

Let the Job Search Agents do the searching for you. Your Agents will search posted jobs daily and email you those that match your criteria.

Save Search as an Agent

The system will then give you the opportunity to give a name for the search, allow you to make it active and provide the option for receiving e-mails.

At the top of the search pages you will see the following menu whenever you are logged in. Note the one indicated by the red arrow "My Job Search Agents". This is how you get to the list of your Agents.

The three buttons on the right of the search agent allow you to Run the Agent Manually, Deactivate the Agent or Delete the Agent

Enjoy your searching. We hope you find the positions you are looking for.