

# 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.

THOMPSON RIVERS UNIVERSITY

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Search

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## Careers at TRU

Welcome to the Career Opportunities at Thompson Rivers University. Below are the careers currently offered at TRU. Details on how to apply are included in each posting. If you have any questions or comments please [contact us](#).

? Help on this Page
📄 Login

[Create Account](#)

## View All Jobs

[Quick Job Search](#) :: [Advanced Job Search](#) :: [Search Again](#)

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Job Type	Job Title	Location	Date Opened	Closing Application Date	Organizational Unit	Req. #	Internal	Actions
Support	<a href="#">Program Advisor, FoHSED</a>	Kamloops, BC, CA	13/6/2013	20/6/2013	Dean, FoHSED	00289	No	
Sessional Faculty	<a href="#">Sessional - Faculty (Geology)</a>	Kamloops, BC, CA	13/6/2013	27/6/2013	Physical Sciences	02050.118	No	
Sessional Faculty	<a href="#">Sessional - Faculty</a>	Kamloops, BC, CA	12/6/2013	26/6/2013	Visual and Performing Arts	02050.126	No	
Sessional Faculty	<a href="#">Lecturer</a>	Kamloops, BC, CA	12/6/2013	26/6/2013	Bachelor of Nursing	02052.51	No	
Support	<a href="#">Development Support Officer</a>	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.2	Yes	
Support	<a href="#">Development Support Officer</a>	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.1	Yes	

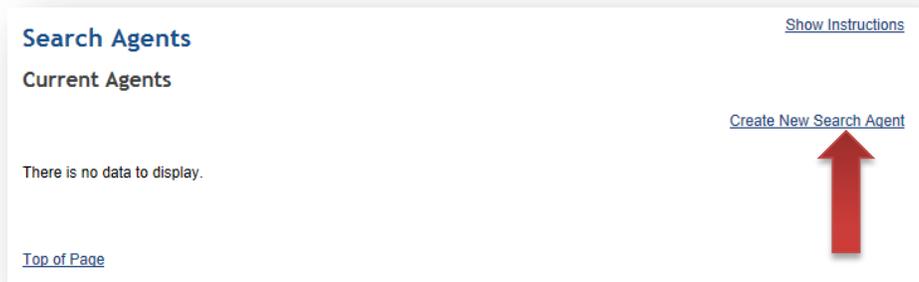
Once you have created an Account, and logged into the system you will be taken to the Careers Center. The Career Center holds all of the links for managing your Résumé/CV, attachments, submissions, and searches and information that can help you locate the ideal position. On this page you will see a Link,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

## Career Center

[Show Instructions](#)

- [Résumé/CV](#)
- [Résumé/CV Attachments](#)
- [Résumé/CV Submission History](#)
- [Diversity Information](#)
- [Job Search Agents](#)
- [Résumé/CV Cover Letters](#)
- [Candidate Offers](#)
- [Interview Invitation History](#)
- [Interview Invitation\(s\)](#)
- [Onboarding New Hire Checklist](#)
- [Create Nickname / New Password](#)
- [Search Jobs](#)
- [User Account Details](#)

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.



**Search Agents** [Show Instructions](#)

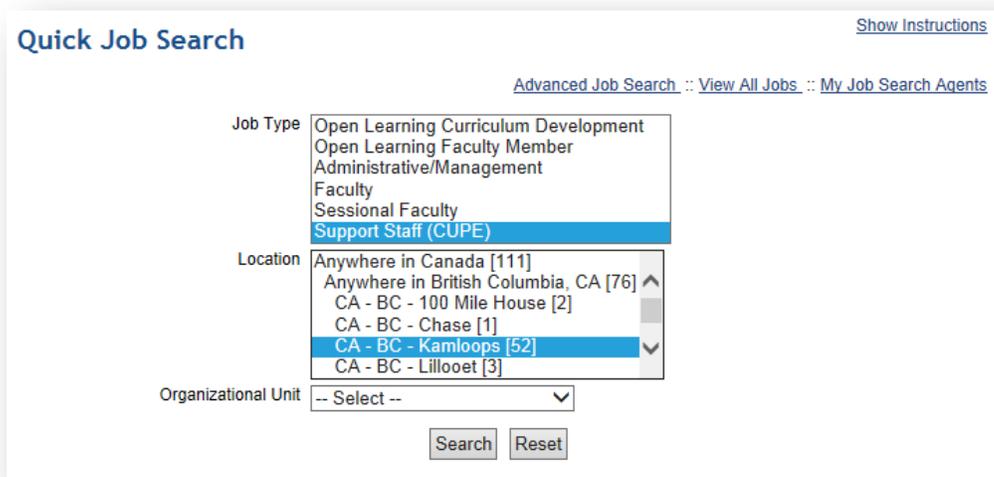
Current Agents

There is no data to display.

[Create New Search Agent](#)

[Top of Page](#)

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.



**Quick Job Search** [Show Instructions](#)

[Advanced Job Search](#) :: [View All Jobs](#) :: [My Job Search Agents](#)

Job Type: Open Learning Curriculum Development, Open Learning Faculty Member, Administrative/Management, Faculty, Sessional Faculty, **Support Staff (CUPE)**

Location: Anywhere in Canada [111], Anywhere in British Columbia, CA [76], CA - BC - 100 Mile House [2], CA - BC - Chase [1], **CA - BC - Kamloops [52]**, CA - BC - Lillooet [3]

Organizational Unit: -- Select --

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.

**Quick Job Search** [Show Instructions](#)

[Advanced Job Search](#) :: [View All Jobs](#) :: [My Job Search Agents](#)

Job Type   
Open Learning Faculty Member  
Administrative/Management  
Faculty  
Sessional Faculty  
Support Staff (CUPE)

Location   
Anywhere in British Columbia, CA [76] ^  
CA - BC - 100 Mile House [2]  
CA - BC - Chase [1]  
CA - BC - Kamloops [52]  
CA - BC - Lillooet [3] v

Organizational Unit

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	<a href="#">Program Advisor, FoHSED</a>	Kamloops, BC, CA	13/6/2013	20/6/2013	Dean, FoHSED	00289	No	
Support	<a href="#">Development Support Officer</a>	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.2	Yes	
Support	<a href="#">Development Support Officer</a>	Kamloops, BC, CA	12/6/2013	25/6/2013	Open Learning	00004.1	Yes	
Support	<a href="#">Admissions/Records Officer</a>	Kamloops, BC, CA	12/6/2013	25/6/2013	Registrar	00212.11	Yes	
Support	<a href="#">International Admissions Coordinator</a>	Kamloops, BC, CA	11/6/2013	24/6/2013	TRU World	00285.2	Yes	
Support	<a href="#">Student Support Receptionist</a>	Kamloops, BC, CA	11/6/2013	24/6/2013	Faculty of Student Development	00221	No	
Support	<a href="#">Coordinator, External Agreements, Open Learning</a>	Kamloops, BC, CA	10/6/2013	18/6/2013	Strategic Partnerships	00119	Yes	
Support	<a href="#">Business Analyst, Information Technology</a>	Kamloops, BC, CA	6/6/2013	20/6/2013	Enterprise Systems	00261.1	Yes	
Support	<a href="#">Web Designer, OL</a>	Kamloops, BC, CA	6/6/2013	20/6/2013	Marketing and Communication - OL	00094	No	
Support	<a href="#">Intellectual Property Officer II</a>	Kamloops, BC, CA	6/6/2013	20/6/2013	Open Learning	00276.2	Yes	
Support	<a href="#">Library Clerk</a>	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.

[Save Search as an Agent](#)

**Search Agent Name \***

Active

**I acknowledge that I am requesting to receive email of job notifications based on my selection above. \***

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.

**Search Results**

[Quick Job Search](#) :: [Advanced Job Search](#) :: [Search Again](#) :: [My Job Search Agents](#)

Want to Share This Search? [Click Here](#)



**Search Agents** [Show Instructions](#)

**Current Agents** [Create New Search Agent](#)

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Search Agent Name	Active	Delivery Method	Delivery Frequency	Next Run Date	Date Created	Actions
<a href="#">Support Kamloops</a>	Yes	Email [ <a href="#">Switch to RSS</a> ]	Daily	15/6/2013, 11:53 AM (PDT)	14/6/2013	  

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.