

Job Search Agents

APPLICANT TRACKING SYSTEM

Annotated Guide for Job Seekers



Finding jobs is never easier than when your desired jobs are emailed daily straight to your inbox. This quick guide shows you how to set up and manage Job Search Agents so you will be notified when a new job matching your search criteria is posted to the BC Transit Careers system. You won't have to worry about missing a posting again!

Create a Job Search Agent

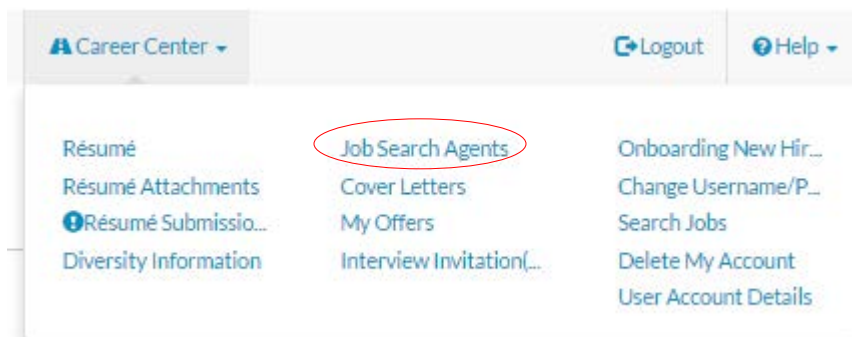
Step 1 Go to the [Victoria Opportunities](#) page on the BC Transit Careers site and log in to your account (or create a new account if you are a first time user).

Login

First Time User ?
To apply for a job posting you must create an account first. You can also create a **Résumé Profile** without applying for a posting — along with maintaining an up-to-date **Résumé**, this will allow you to create Job Search Agents that will do the searching for you and much more.
[Create new account](#)

Returning User
Have you already created an account? If so, please login to access your information to submit your **Résumé** to a job.
User E-mail:
Password:
E-mail and password are case sensitive.
[LOGIN](#) [Forgot your password?](#)

Step 2 In the **Career Centre** drop-down, select **Job Search Agents**.



Step 3 Click on the **Create New Search Agent** button



Step 4

Enter your search criteria in the **Quick Job Search** screen

- For more search options, go to the **Advanced Job Search** tab to enter your criteria.
- After entering your criteria, click the **Search** button.

Step 5

On the **Results** tab, click the **Save Search as an Agent** button.

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.



Step 6

Enter the **Search Agent Name**

Check the **Active** box

To confirm that you wish to receive email notifications for jobs matching your search criteria, check the box next to the **acknowledgment statement**.

Click the **Save Search as Job Agent** button.

Search Agent Name *

Active

I acknowledge that I am requesting to receive notifications of new jobs based on my selection above. *



Deactivate or Delete a Job Search Agent

Navigate to **Job Search Agents** in your Career Centre to see your **Current Agents**. To deactivate or delete, click on the relevant icon under the Action column. If you deactivate your search agent, you can always reactivate at a later date by clicking on the same icon.

Current Agents

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SEARCH AGENT NAME	ACTIVE	DELIVERY METHOD	DELIVERY FREQUENCY	NEXT RUN DATE	DATE CREATED	ACTIONS
Analyst	Yes	E-mail [Switch to RSS]	Daily	6/8/2016, 10:24 AM (PDT)	6/7/2016	