

# Employ Florida

[www.employflorida.com](http://www.employflorida.com)



From this page, you can:

- Search for Jobs
- Create a Résumé
- Receive Re-employment Assistance
- Find Education and Training



[www.careersourcebroward.com](http://www.careersourcebroward.com)

# Employ Florida

## Using the Virtual Recruiter



[www.careersourcebroward.com](http://www.careersourcebroward.com)

# Employ Florida Virtual Recruiter

The Virtual Recruiter allows **Employ Florida** to search for a new job for you!

- Create and save automated job searches
- Specify how often job searches will run
- Receive messages from Virtual Recruiter when a new job match is found

*Matches can be delivered to your Employ Florida inbox, to your e-mail address, to your phone by text, or by all three methods.*



www.careersourcebroward.com

3

## Virtual Recruiter

The screenshot shows the 'Virtual Recruiter' dashboard. The 'Job Seeker Services' tab is highlighted with a red box. The 'Virtual Recruiter' option is circled in red. The dashboard includes a navigation menu on the left, a main content area with 'Job Search', 'Résumé Builder', and 'Virtual Recruiter' options, and a right sidebar with 'Financial Services' and 'Current Events' sections.

The User can access the **Virtual Recruiter** in the **Job Seeker Services** tab.



www.careersourcebroward.com

4

# Creating a Job Alert

Use this folder to manage your Job Saved Alerts. Click the **Create New Job Alert** button to select a recurring search for jobs that match your requirements. On your next screen, you will need to enter search criteria and **Click** search. Scroll down to the bottom of the page and click **Save Search**. This will save your job search and automatically run it on the schedule you select.

[Individual Portfolio]

My Individual Profiles

- Personal Profile
- General Information
- Background
- Activities
- Memo
- Documents
- Search History Profile
- Self Assessment Profile
- Communications Profile

My Individual Plans

- Employment Plan Profile
- Résumés
- Job Applications
- Online Application
- Virtual Recruiter
- Employment Goals
- Training Plan Profile
- Benefits Plan Profile
- Financial Plan Profile

Résumés   Job Application   Online Application   Virtual Recruiter   Employment Goals

With no previous Job Alerts, this page will show “0 Records Found.” To begin the Job Alerts process, click on **Create new Job Alert**.

For help click the question mark icon

0 Records Found

Create new Job Alert

5

www.careersourcebroward.com

# Search Criteria for a Job Alert

Please choose one of the methods below to view available job openings in the area you selected. To create an automated job search (virtual recruiter), select criteria below, perform the search and then save your search at the bottom of the results screen.

**WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft.**

Here are your most recently selected jobs: [Marketing Manager](#); [Integrated Marketing Manager](#); [Design Marketing Ma](#)

Execute a saved job search/Virtual Recruiter

Quick Job Search   Advanced Job Search   Job Search by Employer   Job Search by Education   Job Search by Skills

You may enter any combination of search criteria below. When you have completed entering your search criteria info [ Search ]

Search Criteria

Area (Click to change): [Broward County, FL](#)

Key Words (e.g. Accountant): [Marketing Manager](#)

[Show Keyword search Options](#)

[+ Show Additional Quick Search Options](#)

To create a new Virtual Recruiter job alert please enter your job search criteria in the Keywords text box above and click the search button. You will then be presented with a list of jobs. Click on the Save search button at the bottom of the next screen to set up your new job alert and enter key parameters such as the alert name and how often it will run.

Search

6

www.careersourcebroward.com

To create a Job Alert, first choose the **Area** (location), **Key Words** (Job Title), and then select **Search**.

# Search Results for a Job Alert

Here is a list of job openings in Broward County that meet your search criteria. Click on a job title to see more information about the job.  
**WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft.**

Your job search found 45 job(s), representing at least 45 positions, that matched your search criteria. Change your [search criteria](#) - [Save this Job search](#).

Results view: [Summary](#) | [Detailed](#)

To sort on any column, click a column title ? For help click the question mark icon

Hide potential duplicate jobs

Date Last Modified	Job Title / Description Snippet	Employer	Location	Job Skills	General	Specialized	Salary	Source	Key Match	Select
06/21/2018 1:01:00 PM	<b>Marketing Manager</b>	Basilo Appliances, Repair and Home Installation Corp.	Pompano Beach, FL	100%	70%	Yes	\$38,314.00 per year	★	1	<input type="checkbox"/>
This position develops marketing policies and programs such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers..										
06/18/2018 10:06:00 AM	<b>Marketing Manager</b>	Cyclone Technologies, Inc..	Davie, FL	100%	85%	N/A	\$75,000.00 to \$90,000.00 per year	CORP	1	<input type="checkbox"/>
This is a hands on position. If you are a take-charge change agent with proven leadership skills who thrives in a fast-paced and ever changing environment then you need to apply for this job.										

The User will be presented with a list of jobs to possibly add to the Job Alert.



www.careersourcebroward.com

# Virtual Recruiter Information

Please provide the information outlined below

\* Indicates required field

**Virtual Recruiter Information**

- \* Title of Virtual Recruiter Alert: Marketing Alert
- \* How often to run: Daily
- \* Notification Method:  Message Center  Email
- \* Expires on: 11/15/2018

Last modified on:

**Search Criteria Information**

- Location: Broward County
- Keyword: Marketing Manager
- Field of Search: job title, job description
- Source(s): Private job board, Corporate, Education Institutions, State job board, Government,

Enter key information:  
**Title of Virtual Recruiter Alert,**  
**How often to run,**  
**Notification Method,**  
**and Expires on Date.**

Then click **Save**.

Select another job seeker service



www.careersourcebroward.com

# Running the Virtual Recruiter

Menu
Home
My Dashboard
Sign Out
Services for Individuals
Services for Employers

**My Individual Workspace**

- My Dashboard
- How We Can Help You
- Directory of Services
- My Resources

**Quick-Menu**

- Job Search
- Résumé Builder
- My Portfolio
- Orientation Video

**Use this folder to manager your Job Saved Alerts. Click the *Create New Job Alert* button to select a recurring search for jobs that match your requirements. On your next screen, you will need to enter search criteria and *Click* search. Scroll down to the bottom of the page and click *Save Search*. This will save your job search and automatically run it on the schedule you select.**

[Individual Portfolio]

**My Individual Profiles**

- Personal Profile
- General Information
- Background
- Activities
- Memo
- Documents
- Search History Profile
- Self Assessment Profile
- Communications Profile

**My Individual Plans**

- Employment Plan Profile
- Résumés
- Job Applications
- Online Application
- Virtual Recruiter
- Employment Goals
- Training Plan Profile
- Benefits Plan Profile
- Financial Plan Profile

The **Virtual Recruiter** is now active and will start when you click **Run**.

Résumés	Job Application	Online Application	Virtual Recruiter	Employment Goals
---------	-----------------	--------------------	-------------------	------------------

To sort on any column, click a column title ? For help click the question mark icon

Title	Expires	Schedule	Next Run	Notification	Action	Select
Marketing Alert	11/15/2018	Daily	6/23/2018	Manage Center, Email	<b>Run</b>	<input type="checkbox"/>

Delete

Page 1 of 1

Rows 25

1 Records Found



www.careersourcebroward.com

# Virtual Recruiter Results

This is a sample **Virtual Recruiter** report.

## VIRTUAL RECRUITER

WEDNESDAY 07/11/2018

**Virtual Recruiter:** Marketing Alert

Here are the latest jobs we have found for you based on your search criteria. Please view these job openings soon to ensure that they are still open and available.

Job Title	Employer	Location	Action
Marketing Manager	Hard Rock Live - Seminole - Hollywood, Florida	Hollywood	<a href="#">View</a>
Global Product Manager	Motorola Solutions Inc.	Plantation	<a href="#">View</a>
Marketing Manager	Culmin Staffing Group	Fort Lauderdale	<a href="#">View</a>
Marketing Manager , New Product Launch Enterprise Technology Guests of Resorts and Luxury Hotels	Not Available	Fort Lauderdale	<a href="#">View</a>
Recruitment Marketing & Operations Lead	Citrix Systems, Inc.	Fort Lauderdale	<a href="#">View</a>
Marketing Support Specialist	Citrix Systems	Fort Lauderdale	<a href="#">View</a>
HOME SRVS PROJECT SPECIALIST - PLANTATION	The Home Depot	Fort Lauderdale	<a href="#">View</a>
HOME SRVS PROJECT SPECIALIST - HOLLYWOOD	The Home Depot	Hollywood	<a href="#">View</a>

Thank you for using Employ Florida.



www.careersourcebroward.com