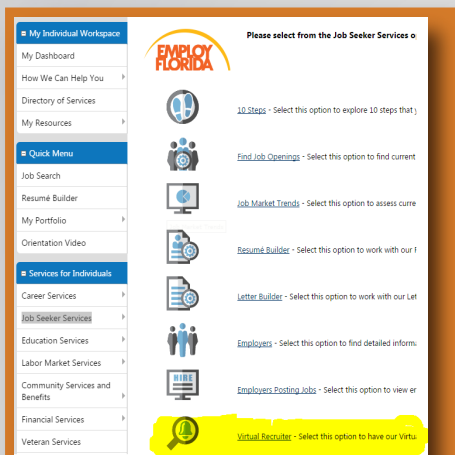


Setting Up Virtual Recruiter

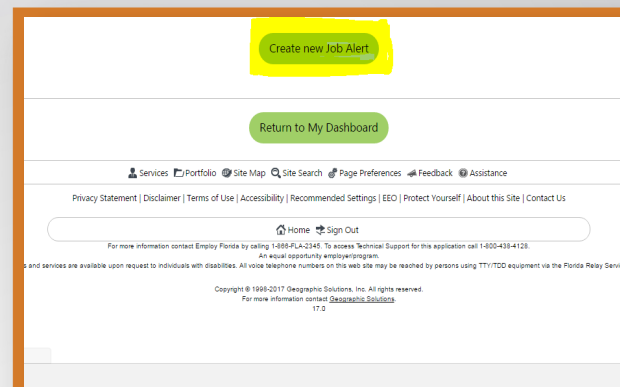
Conducting a daily online job search isn't always possible - especially if you keep a busy schedule.

Employ Florida Virtual Recruiter saves your job searches and sends you job alerts, making job searching as easy and effortless as opening an email or text message!

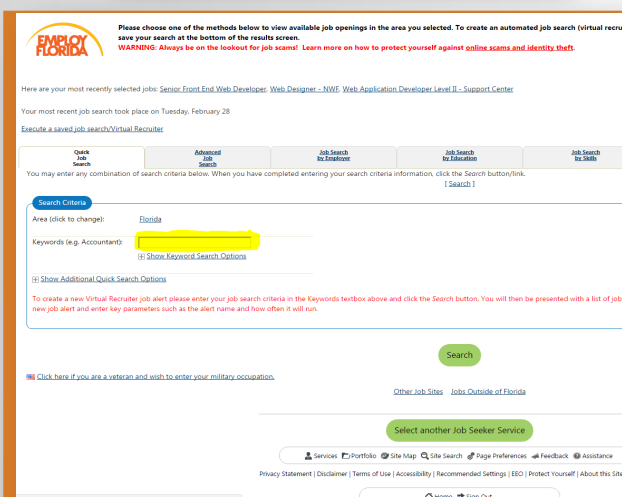
The Virtual Recruiter search agent automatically reviews job postings and alerts you of new jobs that match your search criteria daily, weekly or monthly. Once received, all you have to do is quickly scan your customized job list and apply accordingly.



1 Log into your Employ Florida account and click on Job Seeker Services, then virtual recruiter to begin the process of creating your personalized job alert.

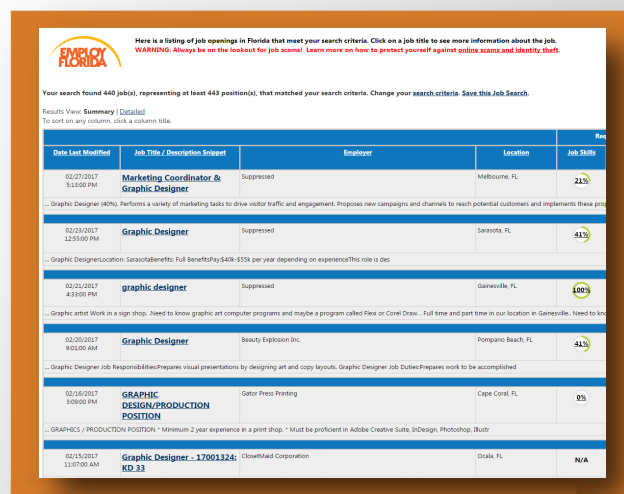


2 On the next page, click on the Create New Job Alert button.



Your criteria may include:

- 3**
- Area radius (i.e. city, county, State, etc.)
 - Any keyword(s) of your choice
 - Job categories



4 Employ Florida will provide you with a list of current and available positions that meet your search criteria.

Setting Up Virtual Recruiter

Use the advance Job Search tab to create job alerts that are more narrowed and targeted.

Job Title/Keyword:

- Unsure of what title to use? Look at the Career One-Stop website to get some ideas:
(www.careeronestop.org).

Edit /Delete/Deactivate:

To maintain your Virtual Recruiter to your changing Job Search needs, you may:

- Edit and redefine any or all of your search criteria as needed.
- Delete an alert entirely if it no longer serves you.
- Deactivate an alert, which allows you to stop receiving alerts, while saving your search criteria so that you may then reactivate it at a later time.

Source: [X] Preferred Employer [X] CORP [X] Corporate [X] EDU [X] Education Institution [X] GOVT [X] Government [X] HOSP [X] Hospitals [X] NLX [X] National Labor Exchange [X] NEWS [X] News [X] Volunteer [X]
Key Match: 1 [X] Keyword or phrase matched the job title exactly 2 [X] The keyword or phrase was in the job title 3 [X] At least one keyword was in the job title 4 [X] The keyword matched was in the occupation title 5 [X] Keyword matched was in an alternative (day) job title 6 [X] Keyword matched was in the occupation description

Enter page number: [] Go [X]
Viewing page 1 of 18
[X] Change job search criteria

Save this Job Search
If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the Save search button.

[X] Save search

[X] Disclaimer

Select another Job Seeker Service

Services [X] Portfolio [X] Site Map [X] Site Search [X] Page Preferences [X] Feedback

Privacy Statement [X] Disclaimer [X] Terms of Use [X] Accessibility [X] Recommended Settings [X] EEO [X] Protect Your Privacy

Home [X] Sign Out

For more information contact Employ Florida by calling 1-866-FLA-2345. To access Technical Support for an equal opportunity employer/program, call 1-800-368-1074.

Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this web site may be read by a voice synthesizer.

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To save the search criteria and setup a schedule to be notified when new jobs have been found matching your criteria, scroll down to the bottom of the search result page and click the Save Search button.

Please provide the information outlined below

Indicates required fields.

Virtual Recruiter Information

Title of Virtual Recruiter Alert: [X]
How often to run: [X] Daily [X] Weekly [X] Monthly
Notification method: [X] Message Center [X] Email [X] Text Message
Send Email when no jobs found: [X]
Expires on: [X] 05/29/2017 [X]
Last modified on: [X]

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Create a title for your new Virtual Recruiter, select how often you want to receive notifications (daily, weekly, monthly), select notification method (email or text) and, finally, select the expiration date for this notification.

Use this folder to manage your saved Job Alerts. Click the Create new Job Alert button to schedule a recurring search for jobs that match your requirements. Click the Edit Job Alert button to modify your 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 specified.

[X] Individual Portfolio

[X] My Individual Profiles [X] My Individual Plans

Resumes [X] Job Applications [X] Online Application [X] Virtual Recruiter

To sort on any column, click a column title.

Title	Expires	Schedule	Next Run	Notification
Web Design	7/30/2017	Daily	2/28/2017	Message Center, Email
web developer	7/30/2017	Daily	2/28/2017	Message Center, Email

Page 1 of 1

2 Records Found

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Congratulations! You have just created your first job alert. Click on the Create New Job Alert button if you want to set up additional alerts.