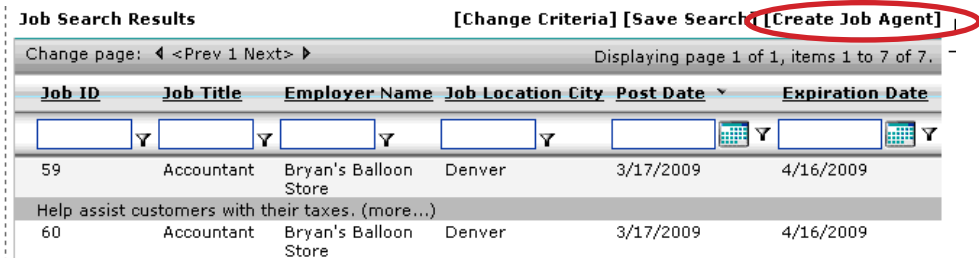
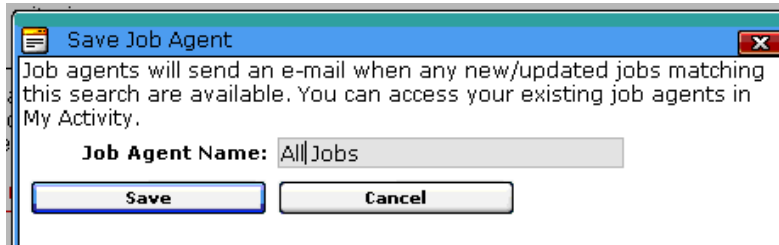


Job Agents

Job agents give students the ability to be e-mailed job results when new options become available in Interfase according to their search criteria. The ability to create a Job Agent is separate from the Saved Search function. Saved Job Search and Job Agents are independent of one another. In the top right corner of the Job Search Results page there is a link entitled [Create Job Agent].



When a student clicks on [Create Job Agent] they will have the ability to name the Job Agent.



Student Activity – Job Agents

A tab exists in the Student Activity that allows Students AND Administrators to View, Disable and Remove Job Agents.

Students can access their Activity by going to My Account > My Activity > Job Agents tab
Under the Action column a student can access the following options:

0 Referrals	0 Placements	0 Schedules	0 Companies to Rank	5 RSVPs	0 Survey Responses
16 Appointments	2 Job Agents				
Job agents will send you an e-mail when any new/updated jobs matching this search are available. Disable/Enable controls whether the email is sent without removing the agent completely.					
Name	Last Run Date	Last Results Date	Enabled	Action	
Accounting Jobs	3/20/2009		True	View	Disable Remove
All Jobs	3/20/2009		False	Enable	Remove

- View: this link takes the user to a search results page with a current list of jobs that meet their criteria.
- Disable: this link disables the Job Agent but does not remove it. The Job Agent will still exist but will no longer send emails to the student. Once the Disable link has been clicked it will change to an Enable link. The Enable link will allow the student to turn the Job Agent back on at a later time.
- Remove: this link will remove the Job Agent completely from the system. Once removed it will no longer exist in the system and the student will no longer receive the emails.

(Last edited August 2009)

Job Agent E-mails

Job agent e-mails include an interactive link that when clicked prompts the user for their login information and immediately displays a list of the new jobs matching the Job Agent criteria. The e-mail also includes a link allowing users to disable the Job Agent so the student will stop receiving the emails.

Here is an example of what the body of the new Job Agent email looks like:

From: bryan@csoresearch.com [mailto:bryan@csoresearch.com]
Sent: Thursday, March 19, 2009 3:06 PM
To: Bryan Furler
Subject: Job Agent Results for Thursday, March 19, 2009

Below is a list of your job agents that produced results for Thursday, March 19, 2009. To view the results for each job agent click the corresponding View Jobs link below and login.

NOTE: If you no longer wish to receive an e-mail for a particular job agent click the Disable link next to it. The job agent will not be deleted from your account and can be enabled again by logging into your account and accessing your job agents in My Activity.

Job Agent Results:

<u>Agent Name</u>	<u>New/Updated Jobs</u>	<u>Action</u>
Accounting Jobs	1	[View Jobs] [Disable]

<u>Job ID</u>	<u>Organization Name</u>	<u>Title</u>
49	J & P Engineering	Intern