

## Need help finding a Job? Try the Virtual Recruiter!!

With the Virtual Recruiter individuals can save searches and have the system run those searches at predetermined intervals. The system will notify individuals of the search results immediately.

### 2 Ways to Create Virtual Recruiter Alerts:

- Open the Virtual Recruiter tab and create a Virtual Recruiter Job Search
- At the end of a Job Search save the Search as a Virtual Recruiter

#### Virtual Recruiter Tab Method

Open the Virtual Recruiter tab  
(My Portfolio >  
My Individual Plans >  
Employment Plan Profile >  
Virtual Recruiter tab).

Title	Expires	Schedule	Next Run	Notification	Action	
<a href="#">Accountant</a>	04/02/2014	Daily	01/03/2014	Message Center	<a href="#">Run</a>	
<a href="#">CFO</a>	04/02/2014	Daily	01/03/2014	Message Center	<a href="#">Run</a>	
<a href="#">Controller</a>	04/02/2014	Daily	01/03/2014	Message Center	<a href="#">Run</a>	

You currently have 3 Item(s) [Delete](#)

Records per page: 25 [Go](#)

[Create new Job Alert](#)

Click the Create new Job Alert button to create a new Virtual Recruiter job search.

#### Save Job Search Results Method

Whenever users search for a job, the system displays a Save Search button at the bottom of the Search Results screen. Clicking the Save Search button saves the search criteria so the system can rerun the search at set intervals.

[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 below.

[Save search](#)

Regardless of the method used you will want to:

- Give the Virtual Recruiter alert a name in the Title of Virtual Recruiter Alert field.
- Select how often to run the Virtual Recruiter Alert from the drop-down list.
- Select a Notification Method (Email and/or Text Message). Each time a Virtual Recruiter job search runs, the system will send a notification to the individual through the internal message center.
- Check the Send Email when no jobs found checkbox to receive emails when the Virtual Recruiter search runs, even if it finds no matching jobs.
- Enter an expiration date for the alert in the Expires on field.
- Click the Save button to save the Virtual Recruiter alert. The system saves the alert to your Virtual Recruiter screen.

**Virtual Recruiter Information**

\* Title of Virtual Recruiter Alert:

\* How often to run:

\* Notification method:  Message Center  Email  Text Message

\* Send Email when no jobs found:

\* Expires on:  mm/dd/yyyy

Last modified on:

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**Search Criteria Information**

Location: Hillsborough County and Pinellas County

Keyword: accountant

Fields to search: job title, job description

Source(s): VOS, CORP, EDU, GOVT, HOSP, NEWS, PJB, RECT, SM, SJB, VOL

[Save](#) [Cancel](#)