

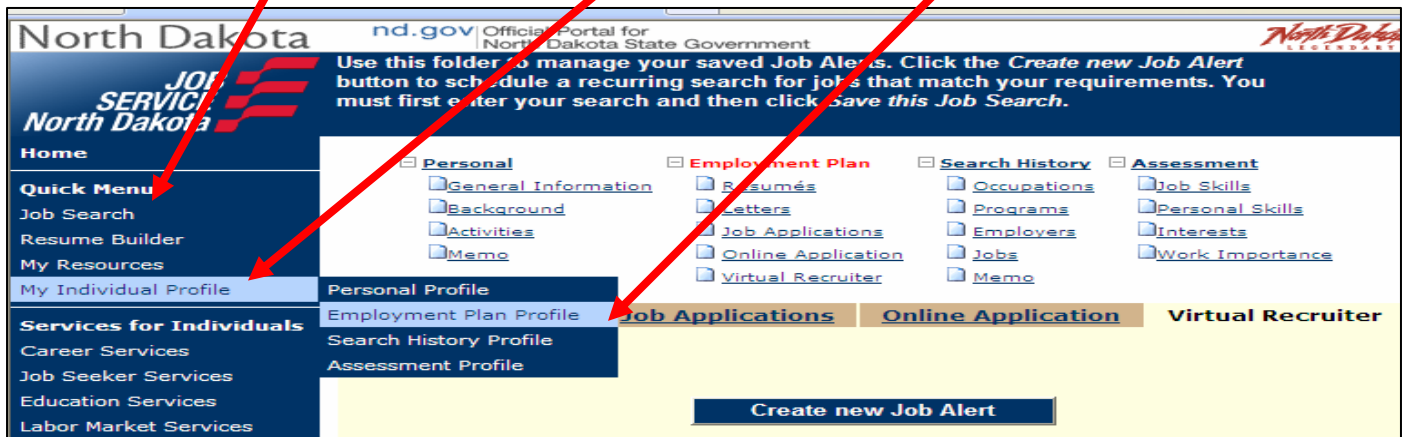
# Let [jobsnd.com](http://jobsnd.com) send you a notice when new jobs are posted!!!

Set up a **Virtual Recruiter** that searches for you & saves you time. The Virtual Recruiter will send you a notice of **New and Updated jobs** based on search criteria you enter.

Receive **Virtual Recruiter** notices by E-mail or Internal Message Center

## To set up a **Virtual Recruiter**:

- ❖ Log into your Job Seeker account on [www.jobsnd.com](http://www.jobsnd.com)
- ❖ Under **Quick Menu** click on: My Individual Profile>Employment Plan Profile



- ❖ Click on Virtual Recruiter>Create new Job Alert
- ❖ Scroll to the bottom of the page & click on Continue under **Other Search Options**
- ❖ Scroll to the bottom of the page & click on Search under **Advanced Search**
- ❖ Select specific criteria that you want to add to your job search

**Important Information:** To be notified of “all” new or updated jobs in the geographic location of your registration:

- Under **Job Source Criteria**>Check All
- Under **General Job Order Criteria**>Job Added or Updated Since>Select Yesterday.

- ❖ Click on Search at the bottom of the page
- ❖ Scroll to the bottom of your search results screen and click on [ Save this Job Search ]
- ❖ Title your Virtual Recruiter (example: Burleigh/New Jobs), add additional information & Save. Create more than one Virtual Recruiter to be notified of job openings with different search criteria such as: occupation group, geographic location, etc.

**You will now receive an E-mail Message or Internal Message (when you log into your account) when new jobs are added or updated that meet your criteria.**