



TIGER RECRUITING LINK

your LINK to jobs, interviews and employers

SETTING SEARCH AGENTS

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1. LOG-IN

- Log into your account at <https://auburn-csm.symplicity.com/students>.
- Mouse over the **Jobs** menu and select **Auburn: Jobs/Interviews**.
- Select the **Advanced Search** tab and you will see the search criteria form.

1. HOW TO CREATE A SEARCH AGENT

- You can create your own search options by choosing any or all of the available search criteria.
- You can save them to create your personal Search Agents and schedule periodic runs.
- The information generated in the search will be sent to your email address.
 - **Search Agents:** You can save your search options to create a Search Agent that can be used in future searches in TRL. Click the small box next to “Save as” and choose a name for your Search Agent (i.e. Process Engineering).
 - **Show Me:** This is the same menu as found in the Jobs tab. Choose the type of job you are looking for.
 - **Posting Date:** (Last # of Days) lets you view the most recent positions. (ex: If you enter a “3” it will search for jobs posted in the last 3 days).
 - **Keywords:** Includes any word that may be found in the job description, job requirements, qualifications, employer name, etc.
 - **Majors/Concentrations:** Search specifically by major
 - **Ignore all Majors:** You can choose to take major completely out of the screening criteria
 - **Position Type:** Select the type of position(s) you are interested in (Hold down CTRL to select multiple types)
 - **Location:** Choose your general location preferences
 - **Work Authorization:** You can search by the type of Visa you have
- After selecting your search criteria, click on the **Submit** button. You will be taken to the **Search Results** page.

The screenshot shows the Tiger Recruiting Link interface. The 'Jobs' menu is highlighted with a red box. Below it, the 'Advanced Search' tab is also highlighted with a red box. The 'Advanced Search Options' form is visible, with several fields highlighted in red: 'Search Agents' (with a dropdown menu), 'save as:' (with a text input field), 'Show Me' (with a dropdown menu), 'Posting Date (last # days)' (with a text input field), 'Keywords' (with a text input field), 'Majors/Concentrations' (with a dropdown menu), and 'Position Type' (with a dropdown menu). The form also includes checkboxes for 'Check this box to search for records with no major selected' and 'Ignores jobs with All Majors selected'.

2. HOW TO SCHEDULE RUNS

- Click on the **Search Agents** tab to see a list of all of your saved Search Agents
- **Label:** Click on the label name to set your Search Agents to run on a regular schedule
 1. **Schedule the Search:** Choose the “yes” radio button under Enabled. The screen will then refresh and you’ll be able to set when and how often your search will run.
 2. **Set Period:** Click the drop down menu under Period to choose the date, week, or month.
 3. **Set Frequency:** Under Multiple you will enter a number to determine how often your search will run (i.e. once a week, twice a month, etc).

4. **Submit:** Click Submit to save the search schedule. You will be taken back to the Search Agent page where you will be able to see your Search Agent(s) schedule(s).

- **Agent Type:** Who created your search agent
- **Last Run On:** When the search last ran
- **Next Scheduled Run:** When the search will run again
- **Schedule:** How often did you schedule the search to run
- **Options:** You can Edit, Run, or Delete your search agent here
- When the scheduled search agent runs, you will be emailed the results.

The screenshot shows the Tiger Recruiting Link interface. At the top, the logo reads "TIGER RECRUITING LINK" with the tagline "your LINK to jobs, interviews and employers". The navigation menu includes Home, Profile, Resumes/documents, Jobs, Employers, Interviews, Events, and Calendar. The "Jobs" tab is selected, and the "Search Agents" sub-tab is highlighted in red. Below the navigation, there is a search bar and a "Log Out" button. A yellow warning banner states: "Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically." Below this is a table of search agents. The table has columns: Label, Agent Type, Last Run On, Next Scheduled Run, Schedule, and Options. One agent is listed: "CADC Student Job Search" with a "Schedule" button highlighted in red in the Options column.

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Options
CADC	Student Job Search	-	Oct 26, 2010	1 week	Schedule Edit Run X Delete

Detailed instructions are available for using the **Jobs** tab and **Interviews** tab are available at jobs.auburn.edu. For additional assistance, contact:

- **Career Development Services:** email cdserv@auburn.edu, call 844.4744 or utilize walk-in hours, M-F, 12 noon - 4 p.m.
- **Office of Professional and Career Development:** email opcd@auburn.edu, call 844.7203, or utilize resource hours, M-Th 10 a.m.– 4 p.m.



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