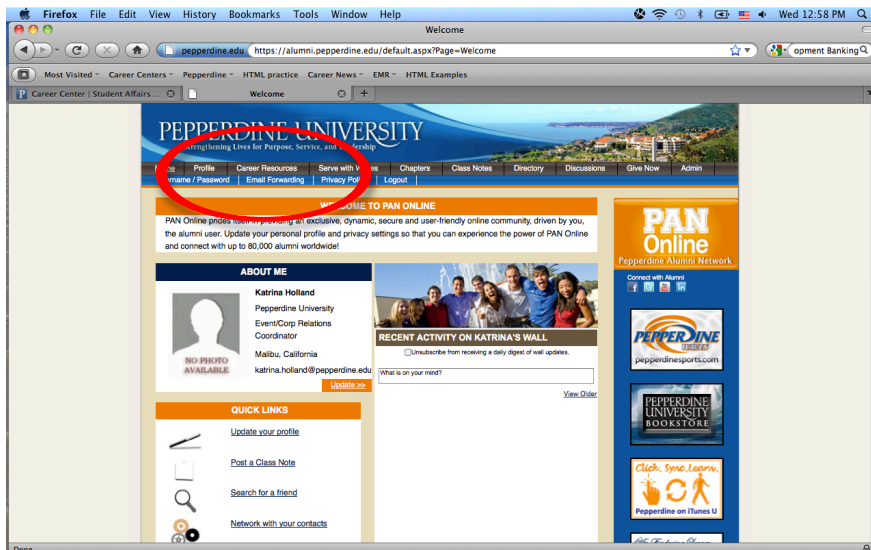# How to Create a Job Search Agent

The Career Center invites all students and alumni at Seaver College to create job search agents to receive alerts about jobs posted on CareerSpace.

By creating a job search agent in CareerSpace, you can schedule daily, weekly, or monthly alerts via email, text message, or Facebook with career opportunities posted in CareerSpace that match your pre-set requirements.
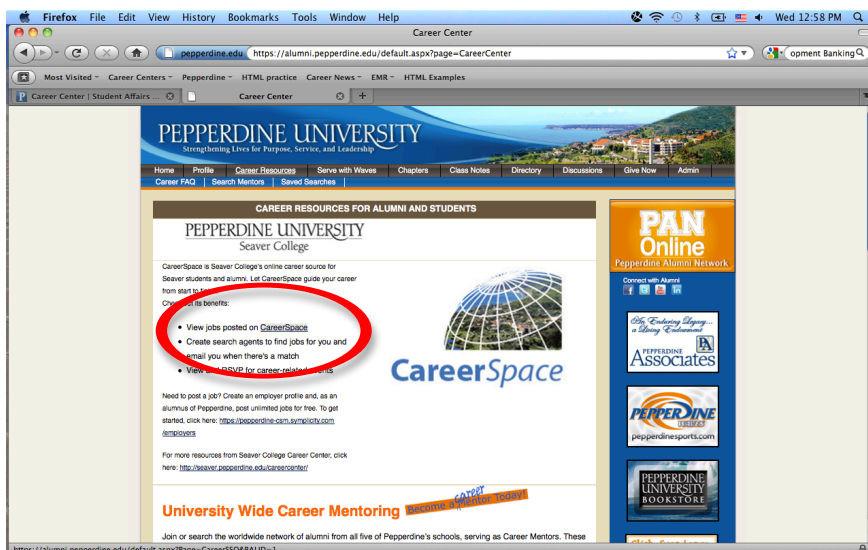
In this tutorial, I will review how to create your own job search agent and how to edit or suspend your subscription in the event your preferences or needs change.
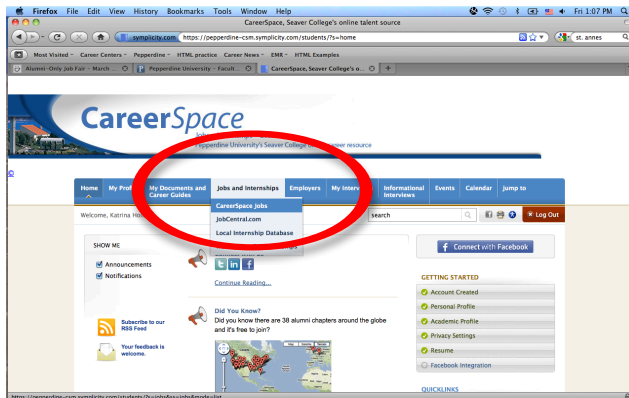
Set-Up Your Subscription

1) Login to your CareerSpace account through PAN Online
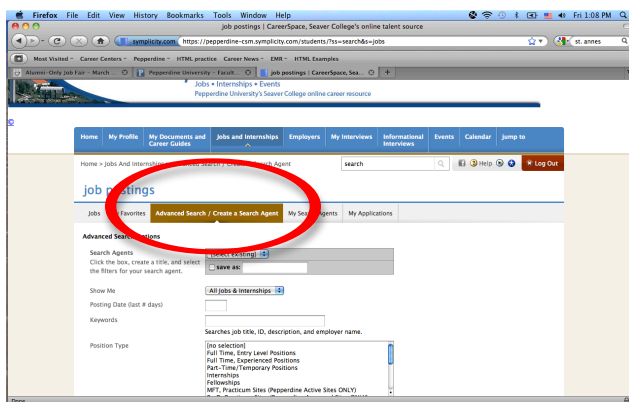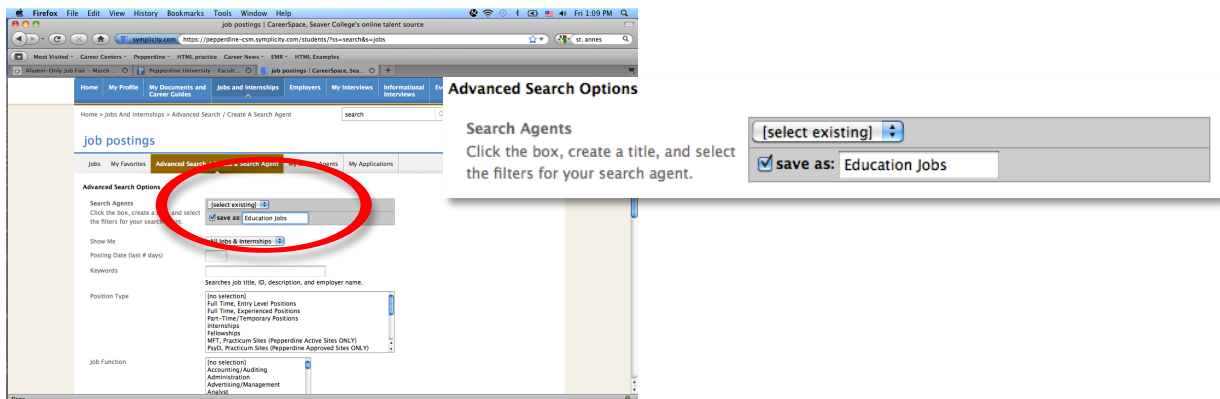2) Click the [Career Resources] tab

3) Click the link to "CareerSpace"

4) In your account, click the [Jobs and Internships] tab, then the [CareerSpace Jobs] sub-tab

5) Next, select the [Advanced Search / Create a Job Search Agent] sub-tab

6) To begin creating your agent, click the box next to "save as" and give your agent a name

7) Review and select your job search preferences and when finished click "Submit"
8) When you see your search results, click the [My Search Agent] sub tab to activate your job search agent.
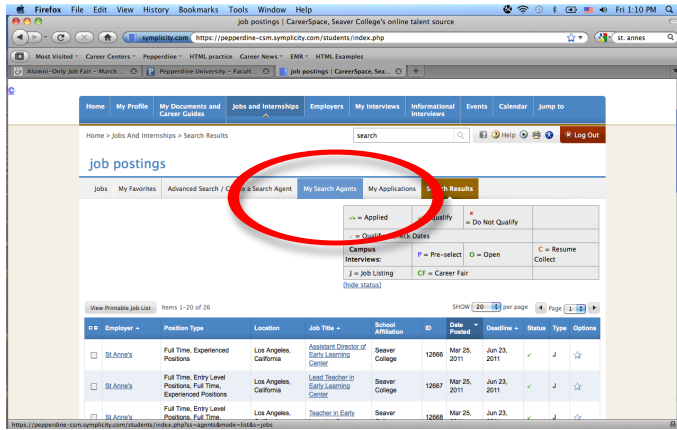
9) Identify your agent and select the "Schedule" button to activate and customize the delivery of the job alert
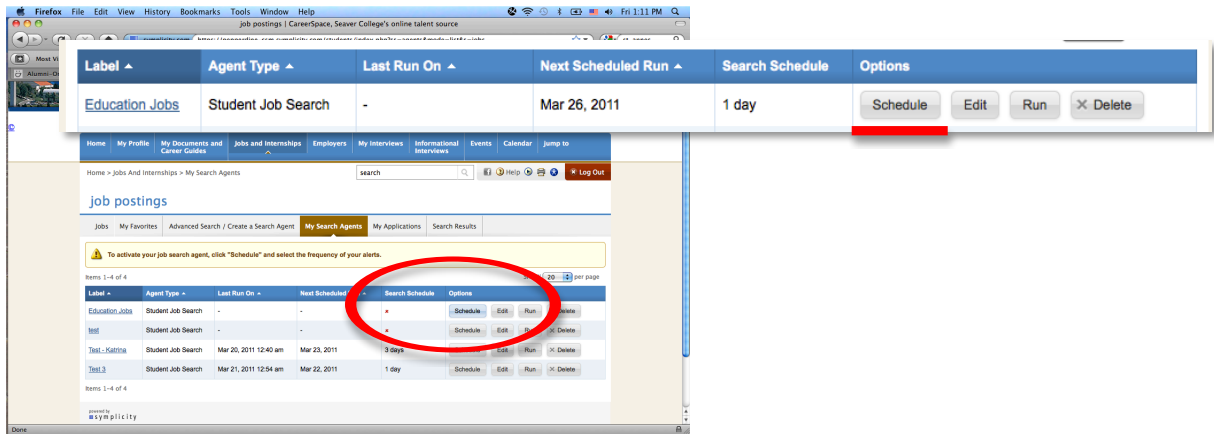
10) Set the "Enable" field to "yes", and continue to select the period and frequency of your job alert. When finished, click "submit"