The Virtual Recruiter for Individuals

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how job seekers can create a Virtual Recruiter alert to automate their job searches. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives



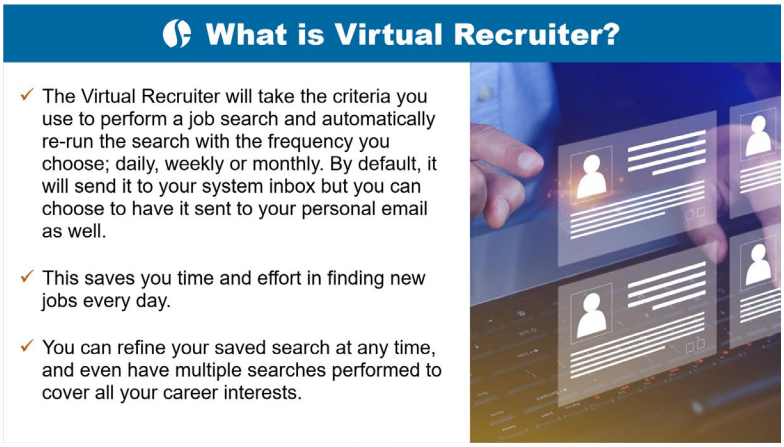
Notes:

By the end of this video, you will be able to:

Automate searching for a job.
Setup your preferred search criteria.

Assess the jobs found by the virtual recruiter.

1.3 What is Virtual Recruiter?



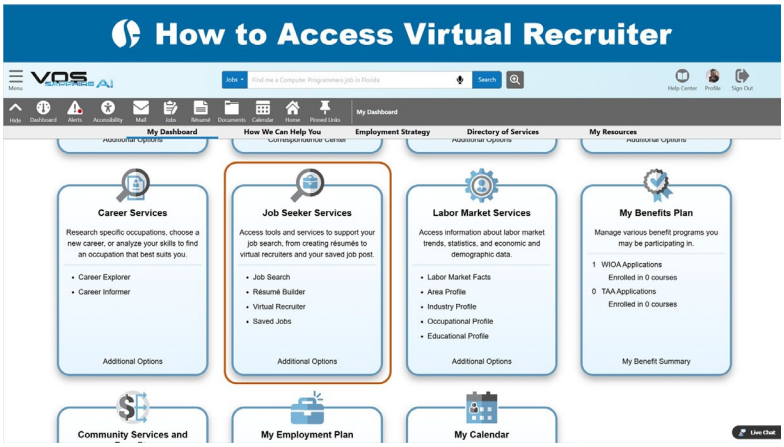
Notes:

The Virtual Recruiter will take the criteria you use to perform a job search and automatically re-run the search with the frequency you choose; daily, weekly or monthly. By default, it will send it to your system inbox but you can choose to have it sent to your personal email as well.

This saves you time and effort in finding new jobs every day.

You can refine your saved search at any time, and even have multiple searches performed to cover all your career interests.

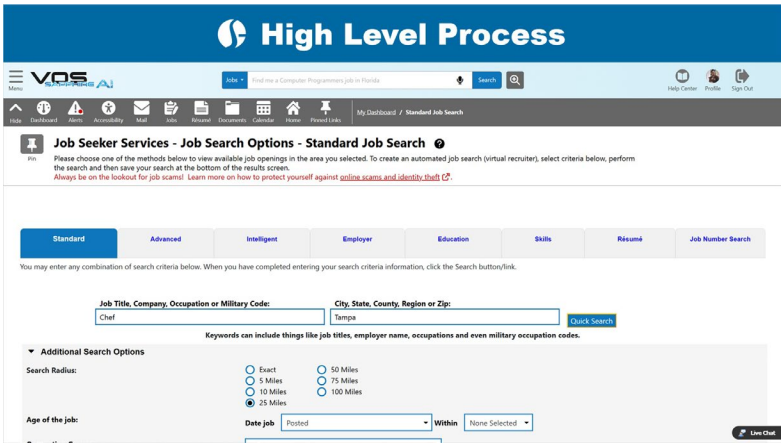
1.4 How to Access Virtual Recruiter



Notes:

You can access the Virtual Recruiter functionality through the Job Seeker Services widget on the dashboard.

1.5 High Level Process



Notes:

The Virtual Recruiter process begins by navigating to the functionality from the Dashboard and running the job search you want to automate.
Confirm the search returns the type of results you are interested in.
Give the search a title and define how frequently you would like to receive it.
All that is left to do is save the job search and you will begin receiving your Virtual Recruiter alerts.

2. The Virtual Recruiter for Individuals

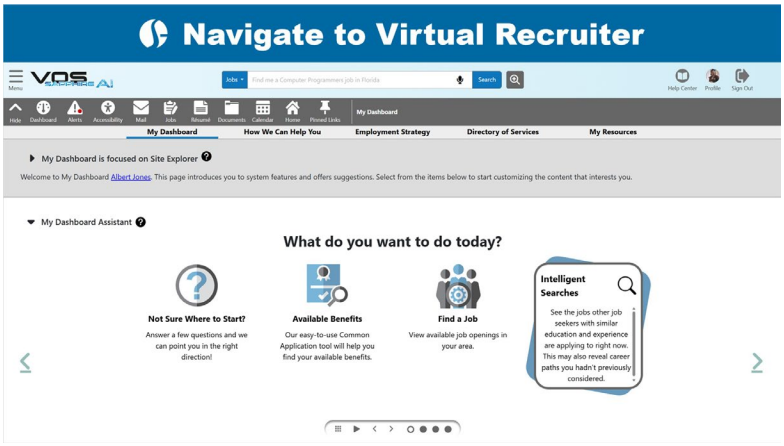
2.1 Walk-through



Notes:

Let's step through the process of creating a Virtual Recruiter in the system.

2.2 Navigate to Virtual Recruiter (1 of 3)



Notes:

Beginning on the dashboard, navigate down and you will see groups of links, these groups are called widgets. In the Job Seeker Services widget, click the Virtual Recruiter link.

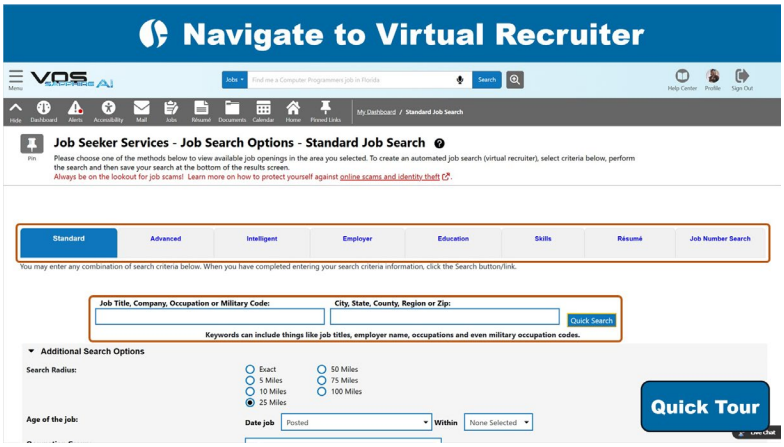
2.3 Navigate to Virtual Recruiter (2 of 3)



Notes:

This brings us to the Individual Portfolio menu. In red text you see it has opened the My Individual Plans and Employment Plans Profile menu. This is where the Virtual Recruiter is located. To begin, click create new virtual recruiter.

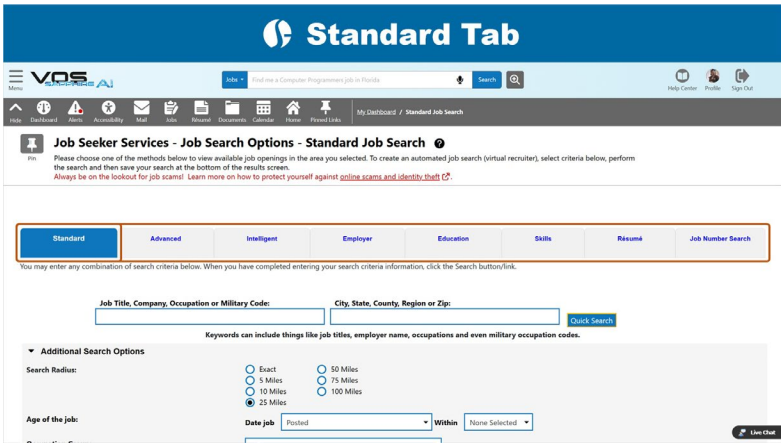
2.4 Navigate to Virtual Recruiter (3 of 3)



Notes:

Now you are presented with tabs that show you different ways you can search for a job.
In this example, enter a keyword and a location using the Standard tab, but any of these tabs can be used to create a Virtual Recruiter.
If you would like a brief description of the other tabs, cl**ick the Quick Tour of the Job Search Tabs button y**ou see on the screen.
Otherwise, cl**ick Next t**o continue.

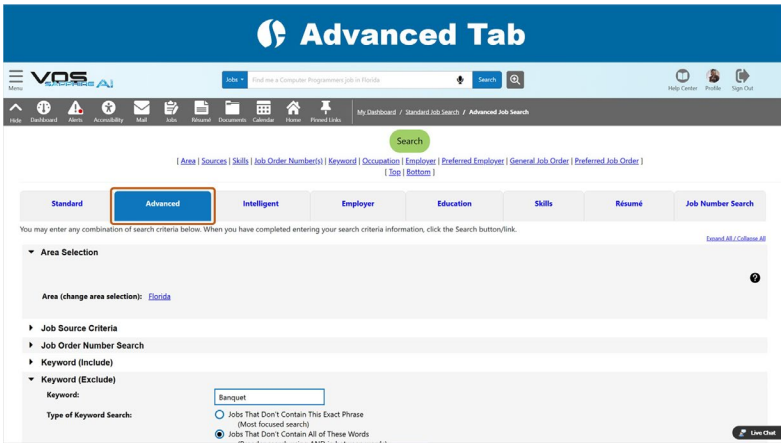
2.5 Standard Tab



Notes:

Each of the job search tabs provides a different way to define the criteria used to run a job search query.
The Standard tab is versatile because the keyword field can be many different types of criteria, such as an occupation, a specific employer or even a military occupation code.

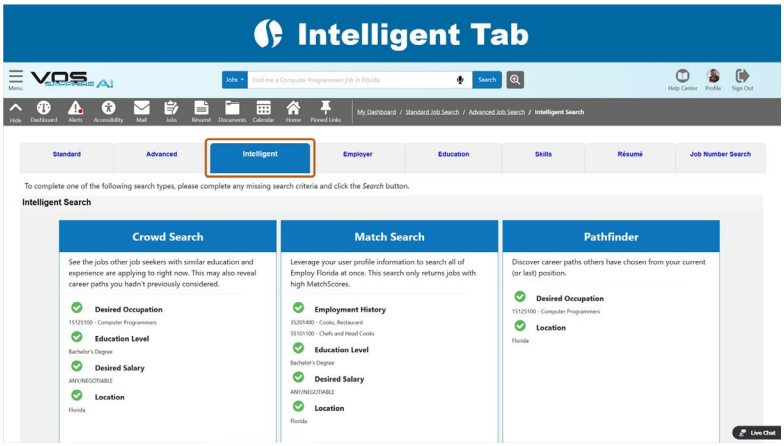
2.6 Advanced Tab



Notes:

The Advanced tab has many more options. Each of these bars is a header for a group of criteria fields. This tab also allows you to exclude jobs by a keyword. This can be helpful when your job title has many types of specializations.

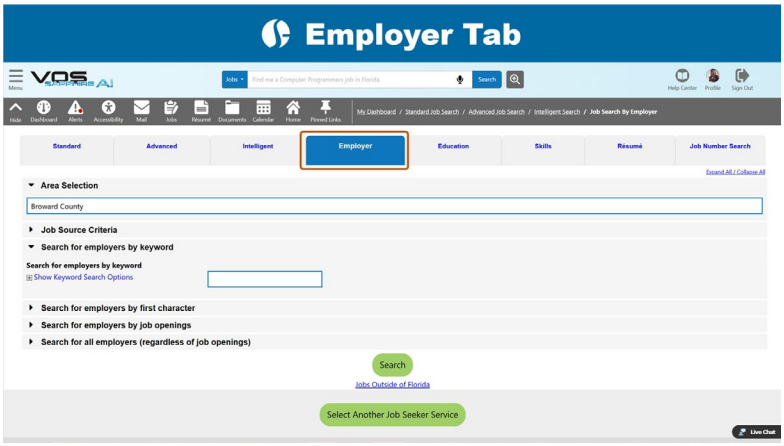
2.7 Intelligent Tab



Notes:

The Intelligent tab is very helpful when you want to see what others with similar characteristics as you are applying for. Each of these three uses different criteria, such as desired occupation, past employment, desired salary and location. If your background information is missing this information, you will see an Add link to supply the required information.

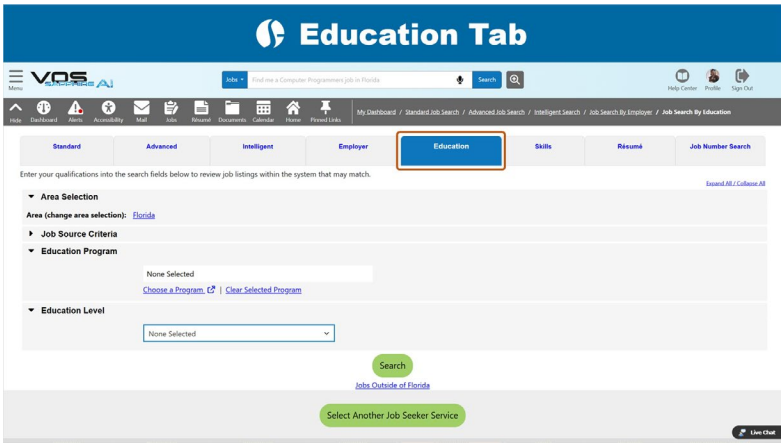
2.8 Employer Tab



Notes:

The Employer tab will show you all the jobs for a specific company. In the Job Source Criteria, you will be able to filter jobs based on their source. Preferred Employers and companies that have registered in the system can look for candidates directly.

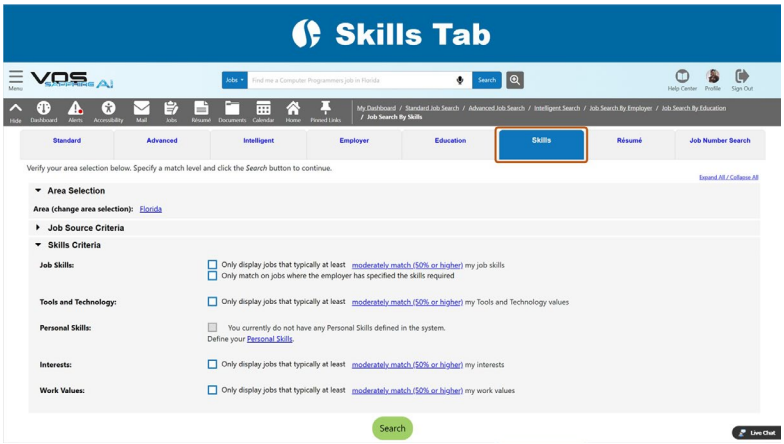
2.9 Education Tab



Notes:

The Education tab is useful to search for jobs associated with a specific field of study. The Choose a program link provides many ways to find a specific field. Education Level criteria can find jobs based on a degree or certificate.

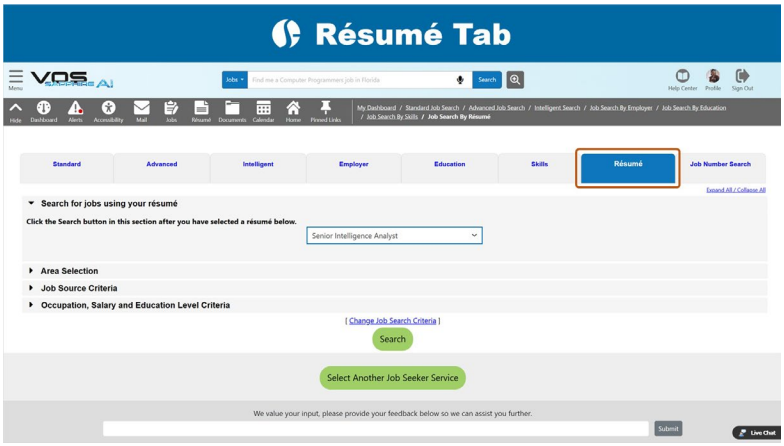
2.10 Skills Tab



Notes:

The Skills tab is based upon the job skills, tools and technology, personal skills, interests and work values that you have previously defined in your background information or when creating a résumé.

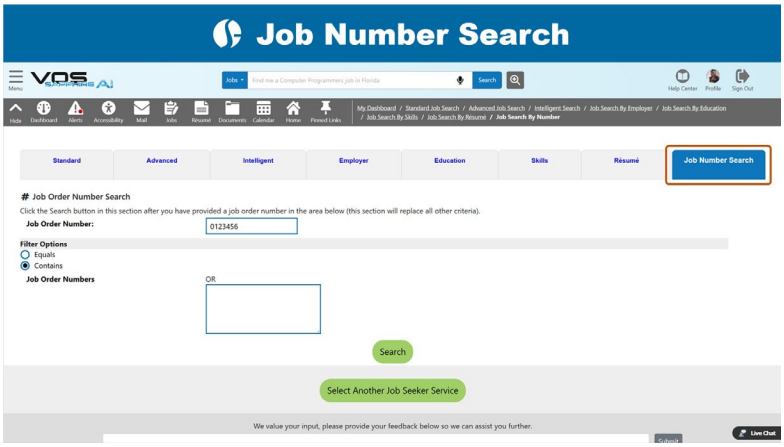
2.11 Résumé Tab



Notes:

The Résumé tab saves time by extracting the desired occupation, desired salary and education level from the résumé you have previously created or uploaded in the system.

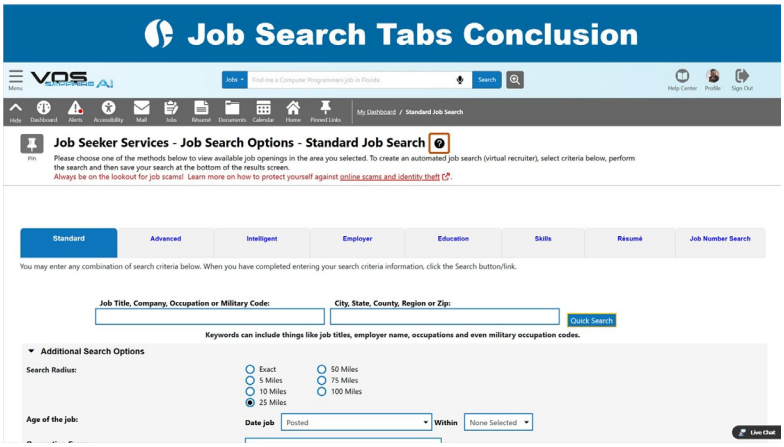
2.12 Job Number Search



Notes:

The job number search relates to the unique identification number that every job in the system is assigned. It is a useful tool when you are working with workforce staff or friends who may have found jobs they want to share with you.

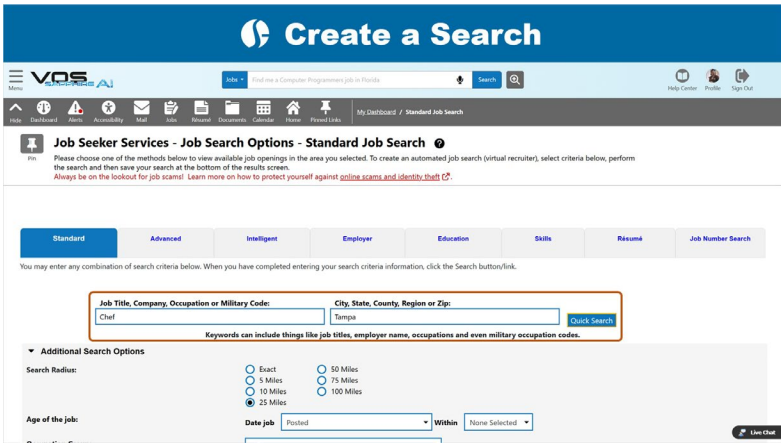
2.13 Job Search Tabs Conclusion



Notes:

For more information, be sure to use the online help icon, which will open up the help center in a new window. And that is a quick tour through the job search method tabs.

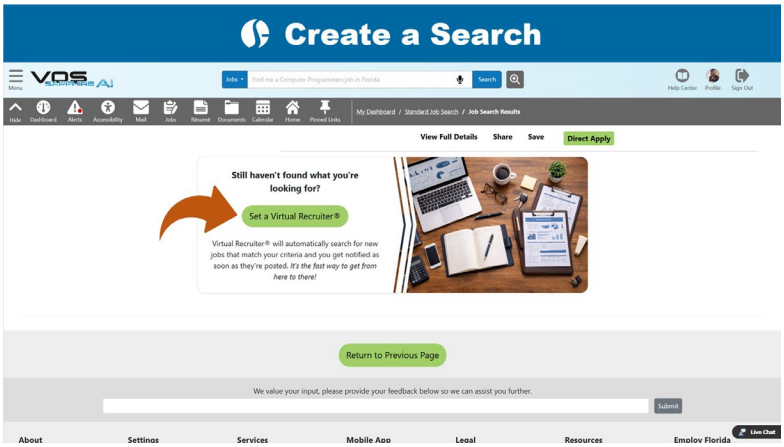
2.14 Create a Search (1 of 3)



Notes:

Using the Standard search tab for our example, enter an occupation and a city. Even on the Standard tab there are additional ways to define the criteria. While today's results are good information, you want to see if this is the right criteria that the application will use automatically and send you the results. If it is too broad or too narrow, go back and modify the criteria before saving the Virtual Recruiter in the next step.

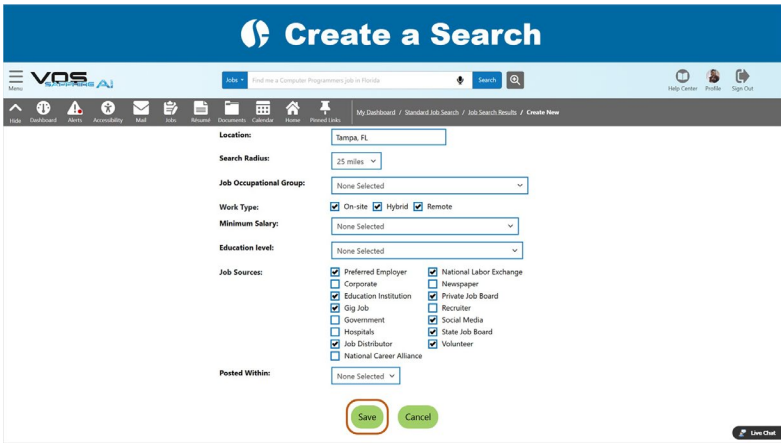
2.15 Create a Search (2 of 3)



Notes:

Click Set a Virtual Recruiter at the bottom of the page to define the parameters of how you will receive the results. Because you can have more than one, give this alert a specific name, select how often to run the Virtual Recruiter, and select desired notification method. If you previously entered your cell phone number in your personal profile, you can opt to receive an alert via text message. You can opt to receive an email even if there are no jobs found, just so that you know it did run. The End date field is the last date you will receive this alert, but you can always edit this later.

2.16 Create a Search (3 of 3)

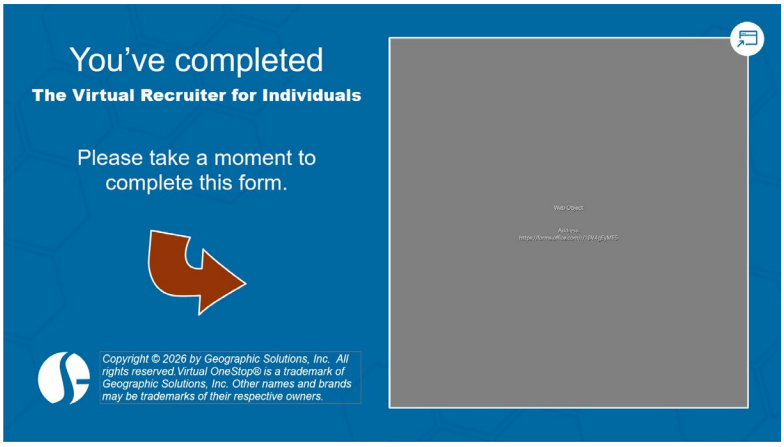


Notes:

There is a reminder of the criteria used in this search just above the Save button to activate the Virtual Recruiter. This brings us back to the Virtual Recruiter tab. The alert just created is displayed and is now active and will begin to send alerts. You have the option to run the search now, edit, or delete the alert. The Create new Virtual Recruiter will bring you back to the criteria tabs to create an additional search. This concludes our tour of The Virtual Recruiter for Individuals.

3. Conclusion

3.1 Survey

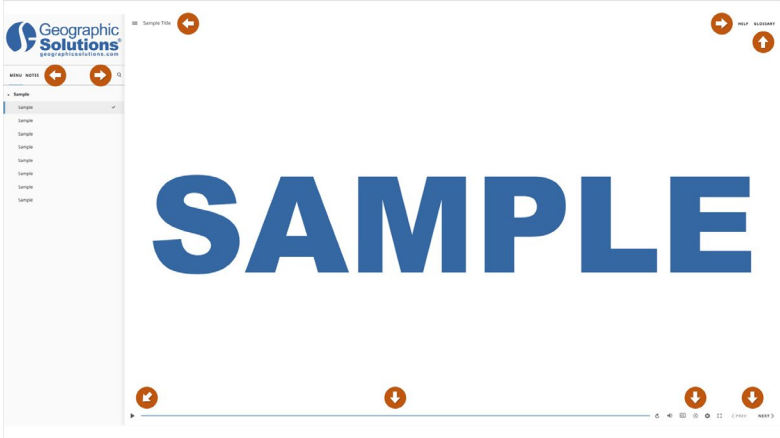


Notes:

You've completed: The Virtual Recruiter for Individuals. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. You can also select the button near the top right corner to complete the survey in a web browser. Thanks for watching!

4. Help

4.1 Help



Notes: