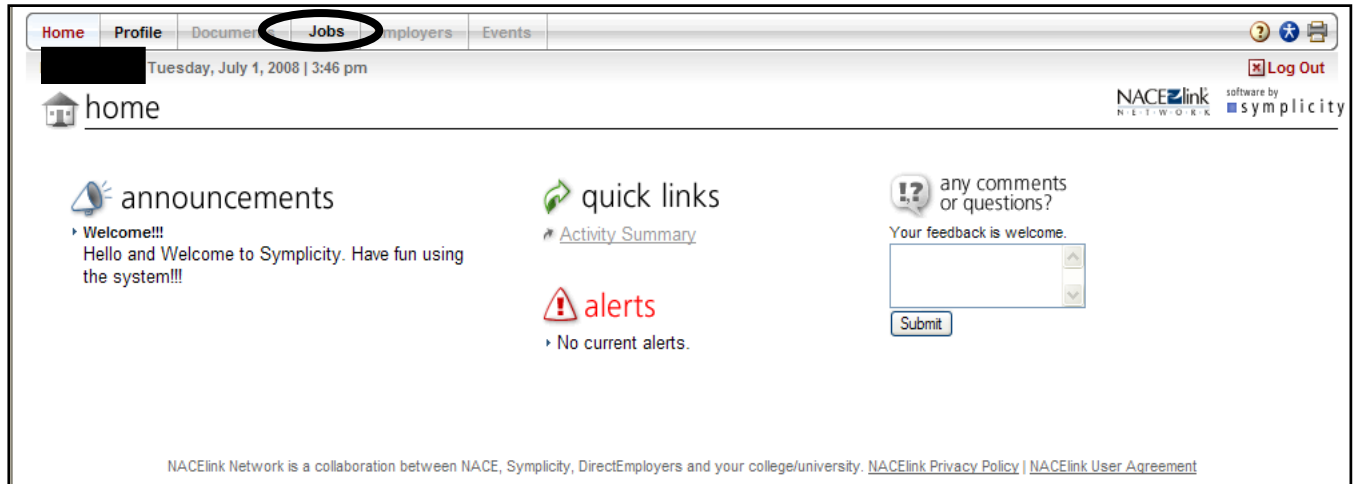


COCCStudentJobs Instructions

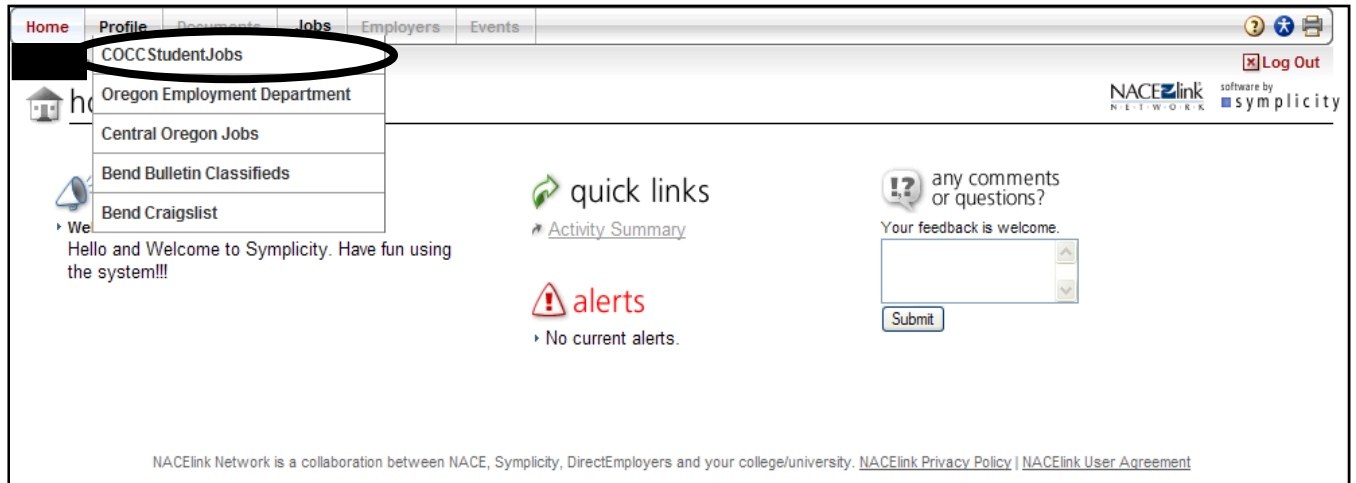
Creating a Job Search Agent

1. From the *COCCStudentJobs* Homepage click on the JOBS tab



2. When the JOBS tab is selected, five options for searching jobs become available.

3. Click on *COCCStudentJobs*



4. From the JOB POSTINGS Homepage click on the ADVANCED SEARCH tab

The screenshot shows the 'job postings' homepage. At the top, there is a navigation bar with tabs: Home, Profile, Documents, Jobs, Employers, and Events. The 'Jobs' tab is selected. Below the navigation bar, there is a search area with the following fields and options:

- Show Me: All Job Listings (dropdown)
- Position Type: (empty dropdown)
- Ignore National Jobs: yes no
- Job Function: (empty dropdown)
- Industry: (empty dropdown)
- Keywords: (empty text input)

Below the search area, there are buttons for 'Search' and 'Clear'. On the right side, there is a 'Log Out' button and a 'J = Job Listing' button. The date and time are displayed as 'Wednesday, July 2, 2008 | 11:32 am'. The logo for 'NACElink NETWORK software by symlicity' is visible in the top right corner.

5. From the ADVANCED SEARCH page, create a new SEARCH AGENT by selecting the SAVE AS box and creating a name for the SEARCH AGENT

The screenshot shows the 'Advanced Search Options' page. The 'Advanced Search' tab is selected. The page contains the following fields and options:

- Search Agents: [select existing] (dropdown)
- Save as: Save as: (text input)
- Show Me: All Job Listings (dropdown)
- Posting Date (last # days): (empty text input)
- Keywords: (empty text input)
- Majors/Concentrations: Limit Filter to Selected Majors/Concentrations
- Position Type: [no selection], Part-Time, Internship (Paid), Full-Time, Internship (Unpaid), Federal Work Study, Volunteer Opportunities
- Work Authorization: [no selection], U.S. Citizen, Permanent Resident (U.S.)

On the right side, there is a section titled 'Advanced Search Instructions' with the following text:

Please note that keyword search matches whole words by default.

To get partial matches, add an asterisk to your search term: **manage***

To exclude results which include certain words, prepend them with a minus: **manage* -weather**

To search for specific phrases, use double quotes: **"store manager"**

Search terms shorter than 3 characters are ignored, except in "phrase" searches, where some (but not all) words may be shorter.

6. Finally, enter or select the ADVANCED SEARCH OPTIONS assigned to the new SEARCH AGENT and click on SUBMIT (at the bottom of the page)
7. Once the new SEARCH AGENT is created, it is available for future use under the SEARCH AGENTS tab