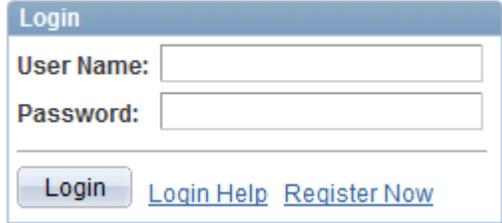
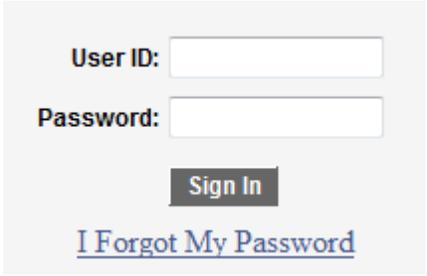
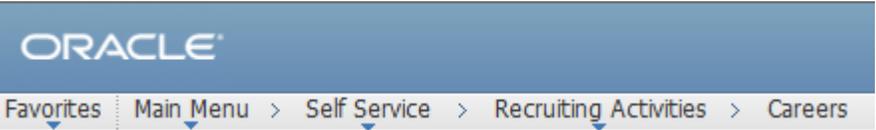




Step	Action	
1.	<p>Login to your VTHR account.</p> <p>If you are NOT a State employee, (Go to http://humanresources.vermont.gov/careers, then choose the links pictured below.)</p>   <p>Active State Employees login to your VTHR account (Go to http://humanresources.vermont.gov/vthr/resource_center).</p>	  
2.	<p>Navigate to your Careers Home by choosing the links: Main Menu, Self Service, Recruiting Activities and Careers.</p>	
3.	<p>Click on the Job Search hyperlink, located at the top of your careers home page.</p>	



Step	Action	
4.	<p>You can save basic or advanced searches. A saved search is called a Job Agent. Choose your unique criteria for jobs that interest you, then VTHR will send you an automated email notification notifying you that a job has been added that fits your criteria.</p> <p>You can save multiple searches if you have a variety of criteria.</p>	
5.	<p>Then click on the save Search button at the bottom of the page.</p>	



Step	Action	
7.	<p>Give your search a name.</p> <p>Then check the “Use As Job Agent” box and add your email address in the space provided for “Send Job Agent”. This will allow VT HR to send you an email when the system has a job that fits your search criteria.</p> <p>Then click the save search button.</p>	<p>Save Search</p> <p>*Name your search: <input type="text"/></p> <p><input type="checkbox"/> Use As Job Agent</p> <p>Send Job Agent notification to: <input type="text"/></p> <p>Save Search Cancel</p>