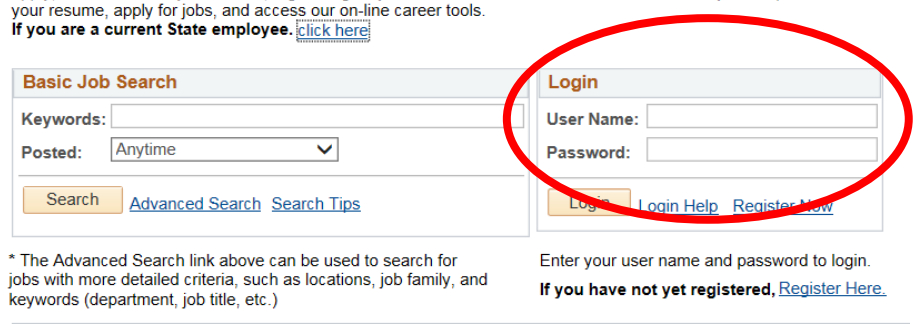
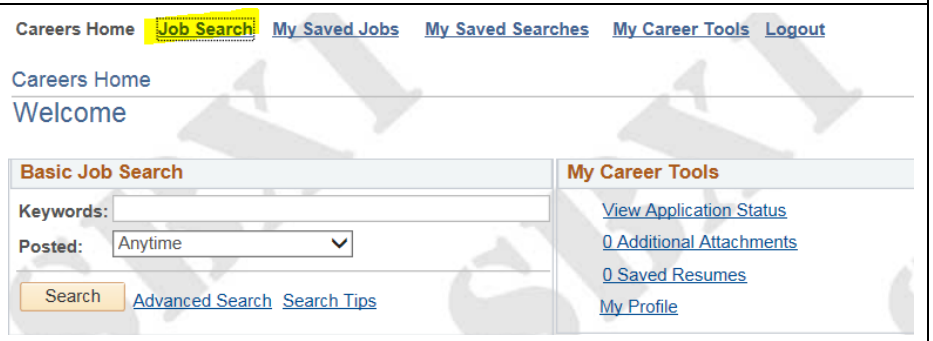
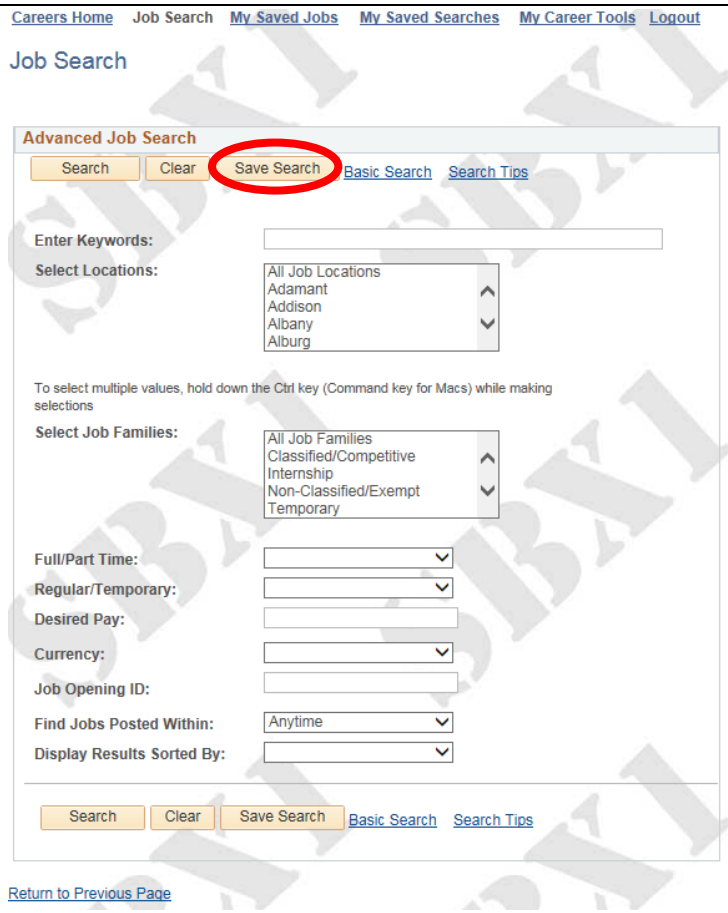
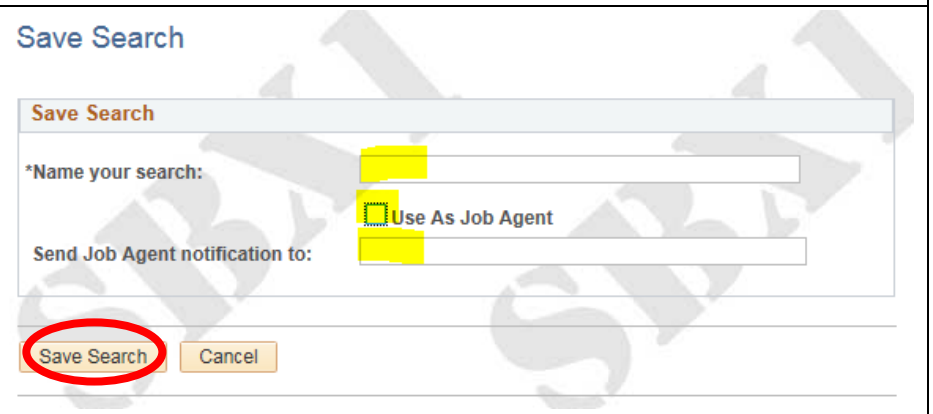
Creating a Saved Job Search Agent

Step 1	External Applicants: go to www.careers.vermont.gov and login to your account. Active State Employees: login to your VTHR account and go to your Careers home page: Main Menu > Self Service > Recruiting Activities > Careers 	
2	Choose the Job Search link at the top of the page.	

3	Enter or choose your search criteria., then click on the Save Search button.	
4	Give your search a name, check the box "Use As Job Agent" and enter your email address for Job Agent notifications to be sent to you. Then click on the Save Search button. When a new job opening is posted that matches your search criteria, an email will be sent to you. You can save multiple searches with different criteria.