

Virtual Recruiter

Video Transcript

1. Introduction

1.1 Introduction



Transcript:

Welcome to the Learning Center. This video demonstrates how job seekers can create a Virtual Recruiter alert to automate their job searches.

1.2 Virtual Recruiter defined

What is Virtual Recruiter?

Run job search once, save it and the system will send you the new search results.

A very efficient way to search for jobs.

Refine your search as needed.

Several Virtual Recruiters can be active at the same time.

Search | **Advanced** | **Advanced** | **Advanced** | **Advanced** | **Advanced** | **Advanced** | **Advanced** | **Advanced** | **Advanced**

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.

Keywords can include things like job titles, employer name, occupations and even military occupation codes.

Chef, Lead
 at Fifth Avenue Cafe - Jacksonville, FL
 Regular | \$40,000-\$60,000 Year
 May plan and price menu items, order supplies, and keep records and accounts. Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods.

Preferred Employer 5 days ago

Chef, Banquets
 at Pelican Beach Grill - Jacksonville, FL
 Regular | \$40,000-\$60,000 Year
 May plan and price menu items, order supplies, and keep records and accounts. Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods.

Transcript:

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.

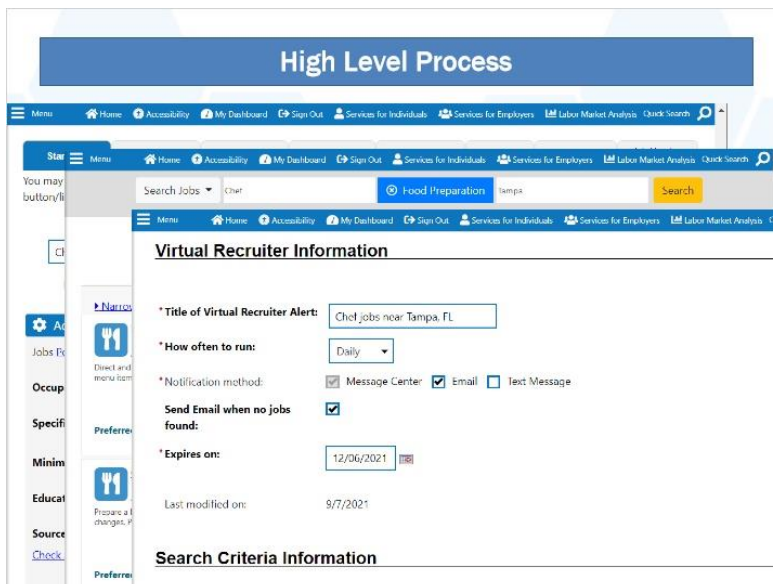
1.3 How to Access Virtual Recruiter



Transcript:

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

1.4 High Level Process



Transcript:

The Virtual Recruiter process begins by navigating to the functionality from the Dashboard.

Next, you will run 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. Create a Virtual Recruiter

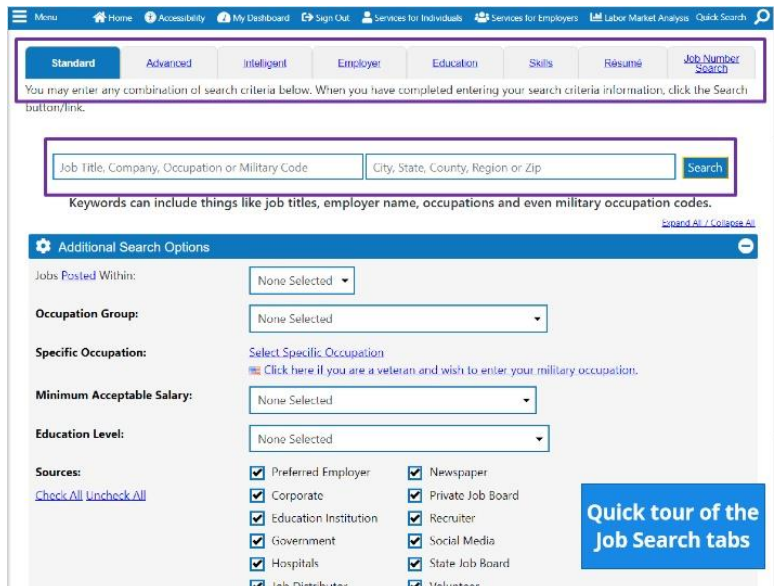
2.1 *Walk-through*



Transcript:

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

2.2 Navigate to Virtual Recruiter



Menu Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Standard Advanced Intelligent Employer Education Skills Resume Job Number Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.

Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

Keywords can include things like job titles, employer name, occupations and even military occupation codes.

[Expand All / Collapse All](#)

Additional Search Options

Jobs Posted Within: None Selected

Occupation Group: None Selected

Specific Occupation: Select Specific Occupation
[Click here if you are a veteran and wish to enter your military occupation.](#)

Minimum Acceptable Salary: None Selected

Education Level: None Selected

Sources:

[Check All](#) [Uncheck All](#)

☒ Preferred Employer ☒ Newspaper
☒ Corporate ☒ Private Job Board
☒ Education Institution ☒ Recruiter
☒ Government ☒ Social Media
☒ Hospitals ☒ State Job Board
☒ Job Distributor ☒ Volunteer

Quick tour of the Job Search tabs

Transcript:

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.

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.

If you scroll down you will see “0 Records Found”, so there are no Virtual Recruiters currently set up.

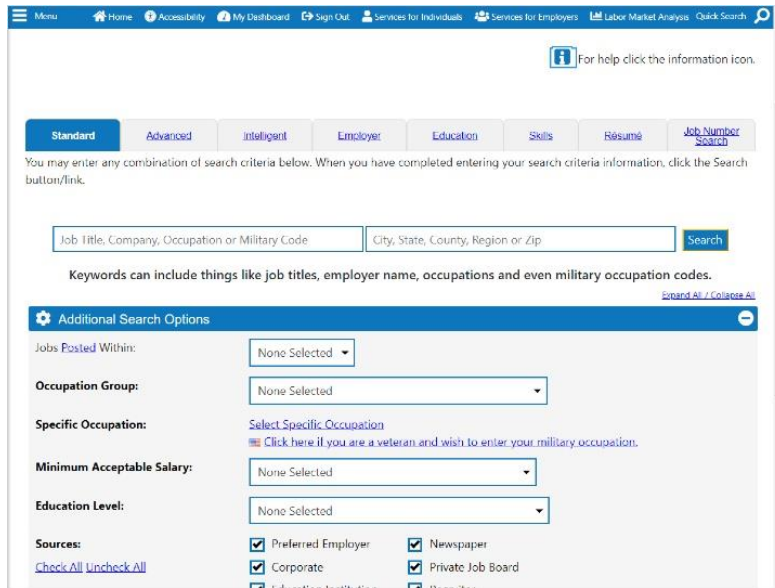
Click **Create new Job Alert** to define one.

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, click the **Quick Tour of the Job Search Tabs** button you see on the screen. Otherwise, click **Next** to continue.

2.3 Job Search Tabs



The screenshot shows the Geographic Solutions job search interface. At the top, there is a navigation bar with links: Menu, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and Quick Search. Below the navigation bar, there is a tabbed interface with tabs: Standard (selected), Advanced, Intelligent, Employer, Education, Skills, Resume, and Job Number Search. Below the tabs, there is a search area with two input fields: "Job Title, Company, Occupation or Military Code" and "City, State, County, Region or Zip", followed by a "Search" button. Below the search area, there is a message: "Keywords can include things like job titles, employer name, occupations and even military occupation codes." Below this message, there is a section titled "Additional Search Options" with a plus sign icon on the left and a minus sign icon on the right. This section contains several filters: "Jobs Posted Within:" with a dropdown menu set to "None Selected"; "Occupation Group:" with a dropdown menu set to "None Selected"; "Specific Occupation:" with a link "Select Specific Occupation" and a link "Click here if you are a veteran and wish to enter your military occupation code."; "Minimum Acceptable Salary:" with a dropdown menu set to "None Selected"; "Education Level:" with a dropdown menu set to "None Selected"; and "Sources:" with a grid of checkboxes: "Preferred Employer" (checked), "Newspaper" (checked), "Corporate" (checked), "Private Job Board" (checked), "Educational Institution" (checked), and "Government" (checked). At the bottom of the "Sources:" section, there are links "Check All" and "Uncheck All".

Transcript:

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.

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

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.

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 and can look for candidates directly.

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.

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.

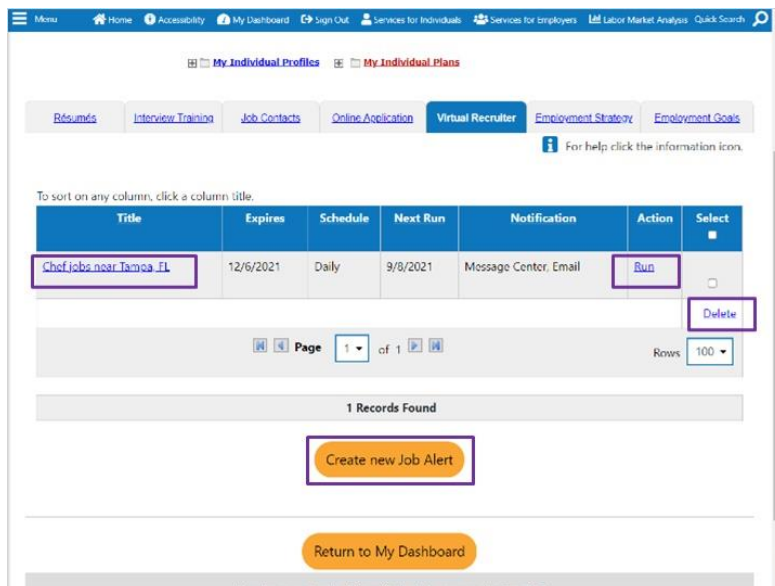
The Résumé tab saves time by extracting the desired occupation, desired salary and education level from the résumé you have previously created or uploaded in the system.

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.

For more information, be sure to use the online help icon, the “i” in a square to get reference information right in the screen you are working with.

And that is a quick tour through the job search method tabs.

2.4 Create a Search



The screenshot shows the 'Virtual Recruiter' tab in the Geographic Solutions application. A search for 'Chef jobs near Tampa, FL' has been performed, resulting in one record found. The record is displayed in a table with columns: Title, Expires, Schedule, Next Run, Notification, Action, and Select. The 'Run' button is highlighted, and the 'Delete' button is also visible. Below the table, there is a 'Create new Job Alert' button and a 'Return to My Dashboard' button.

Title	Expires	Schedule	Next Run	Notification	Action	Select
Chef jobs near Tampa, FL	12/6/2021	Daily	9/8/2021	Message Center, Email	Run	<input type="checkbox"/>

1 Records Found

Create new Job Alert

Return to My Dashboard

Transcript:

Here you can enter an occupation and a city, but even on this Standard tab, there are many ways define the criteria.

In this example, our simple search has found many results and you have the opportunity to refine by an occupational group. Select **Food Preparation and Serving Related Occupations**.

The results are then displayed. While today's results are good information, if 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.

Click **Save Search** 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 your 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, the details for which you can enter here." You can opt to receive an email even if there are no jobs found, just so that you know it did run. The Expires on field is the last date you will receive this alert, but you can always edit this later. 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. This can be edited at any time by clicking the

title, run on demand with the Run link or deleted by selecting the checkbox at the end of the row and clicking Delete.

The Create new Job Alert button will bring you back to the criteria tabs to create an additional search.

3. Conclusion

3.1 Conclusion



Transcript:

Thank you for watching. This concludes the Virtual Recruiter video presentation. Be sure to access the Learning Center to explore other system features.