Instructions to set up a Search Agent on Tiger Jobs

When you set up a Search Agent, you will be notified via email when an employer posts a job that meets the criteria that you specify. Search agents can be set up for full-time, part-time, internship, or on-campus positions. Follow the step by step instructions below to set up your Search Agent. Contact the CRC at 209.946.2361 if you have any questions or need assistance with this process.

Setting Up a Search Agent in Tiger Jobs

1. Log into your Tiger Jobs account
2. Click on “jobs” in the menu at the top
3. Click on the “advanced search” tab
4. Check the box that says “save as” and type a name for your search agent
5. Enter the criteria that fits your job search needs
6. At the bottom of the page click the “submit” button to run your search
7. Once the search has finished, click on the “search agent” tab and you will see the search agent that you created
8. Click on the “schedule” button
9. Change the “enable” field to read “yes” and some new fields will appear
10. Enter how often you would like to be notified about the jobs that meet your criteria (i.e. if you choose “week” and “2”, you will be notified twice a week). You will not receive an email if there are no new postings that fit your criteria.
11. Click the “submit” button and your search agent is ready to go