

Virtual Recruiter in Employ Florida

STEP-BY-STEP GUIDE TO EMPLOY FLORIDA



HELPFUL TIPS:

- Be specific with your job alert title. It will be used to identify one Virtual Recruiter search from another.
- Set the how often to run option to “Inactive” if you no longer wish to have the system automatically search for jobs.
- Your standard incoming text message rates will apply when using the text message option.
- To view a list of your Virtual Recruiter alerts, under the Quick Menu located on the left side of the screen, select Resume Builder. The Virtual Recruiter alerts will display on the 4th tab.

You can also run your Virtual Recruiter searches anytime by clicking Run in list view section.

You MUST have a completed profile in Employ Florida (EF) to setup a Virtual Recruiter alert.

The **Virtual Recruiter** function in Employ Florida alerts you when specified jobs are available. You can set key parameters such as the alert name and how often it will run.

HOW TO CREATE A VIRTUAL RECRUITER ALERT

1. Go to www.employflorida.com.
2. Sign in using your Username and Password.
3. Under Quick Menu located on the left side of the screen, select Job Search.
4. Conduct a job search.
5. Click on the Save Search button located at the bottom of the page. You will be redirected to the Virtual Recruiter page.
6. Type a title for this job alert.
7. Select from the drop-down box how often to run.
8. Select method of notification. A notification will automatically be sent to your Message Center in EF. Email and text message alerts are also available.

Email

The job alert will be sent to the email address provided in your General Profile. Make sure to verify if it is correct.

Text Message

If you select to receive job alerts as a text message, the option to enter the cell phone number will appear. Select the time of day that you wish to receive text message notifications of Virtual Recruiter results on your cell phone using the dropdown menus. If you provided a text message cell phone number during the registration process, it will be displayed. Make any changes to the number as necessary.

9. Enter expiration date. Default date is set to 90 days.
10. Click Save.

Note the Search Criteria Information section. This section shows the search criteria information that you selected when you created this Virtual Recruiter. This information is for reference purposes and cannot be changed.