Use Job Agents to stay on top of the latest opportunities as they become available. When a new job posting matches your personalized search criteria, your Job Agent will notify you!

Don’t have a definite career goal? Set up multiple Job Agents to find the latest opportunities across various career fields.

**START HERE:**
- Login to CareerLink
- Hover over "Jobs"
- Select “ODU CareerLink Jobs”
- Then, it’s as easy as 1-2-3!

**1. CREATE YOUR AGENT:**
- Click on the "Advanced Search" link (next to keyword search bar)
- Select personalized criteria (see suggested search tips, below)
- Click on "Search"

**2. ENABLE YOUR AGENT:**
- Click on the "Saved Searches" link (below keyword search bar)
- Give your search a “Title”
- Select the frequency you want it to run
- Click "Save"

**3. START YOUR SEARCH:**
- Job postings that match your search criteria will be emailed to you, automatically.
- Manually run your search criteria by clicking on “Saved Searches” (listed under the keyword search bar) and selecting the “Title” next to the appropriate agent
- Delete or edit Search Agents, and update your run frequency from the "Saved Searches" link, as your preferences or qualifications change.
- Never stop searching! Once you've secured a job, set your sights on your next opportunity, and keep looking!

**SUGGESTED SEARCH TIPS:**
- Use Advanced Search link to search by Position Type
- Leave the "Majors/Concentrations" section blank
- Select a radius of miles around a zip code
- Select a "State" under "More Filters" link
- Leave all other sections blank

**HINT:**
- Be sure to clear search criteria using "Clear All" function between searches