

Virtual Recruiter – Individual

From your dashboard select **My Individual Workspace**

How can we help you
Get recruited & be proactive

Click **Setup** your virtual recruiter

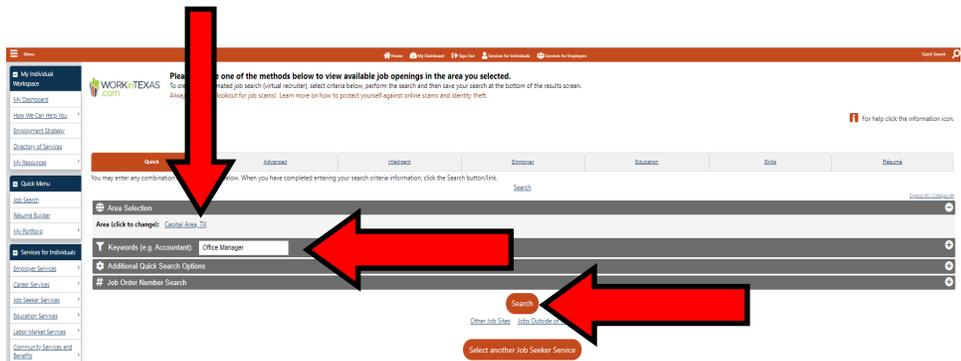
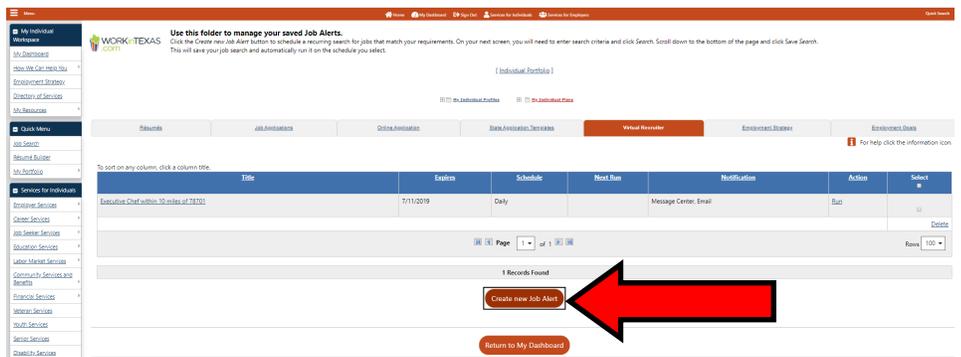
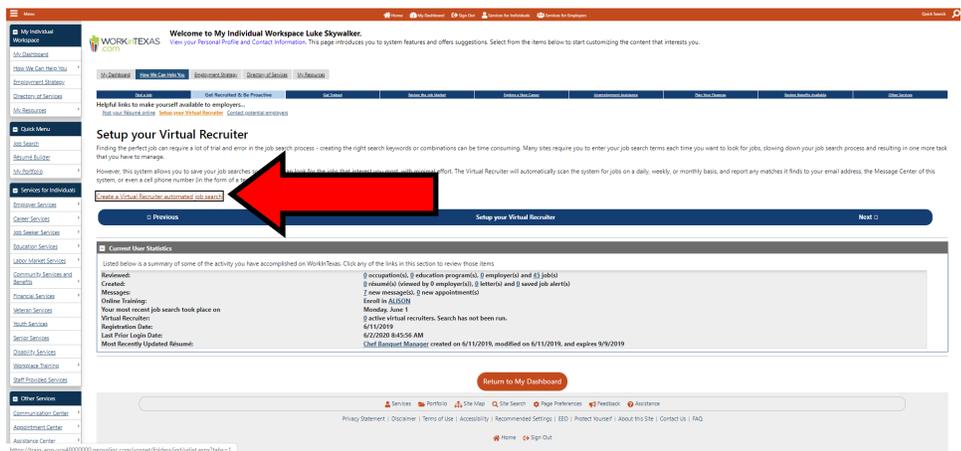
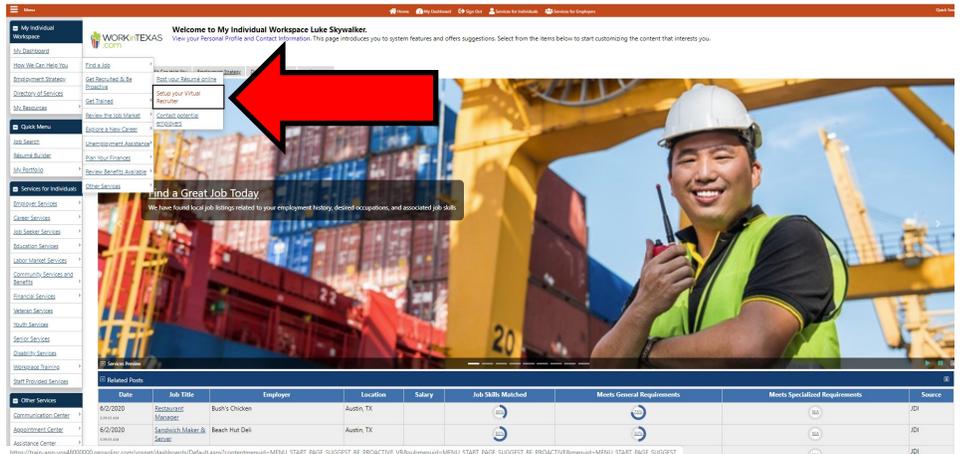
Click
Create a virtual recruiter

Click
Create a new job alert

Select the area you would like to receive job alerts from

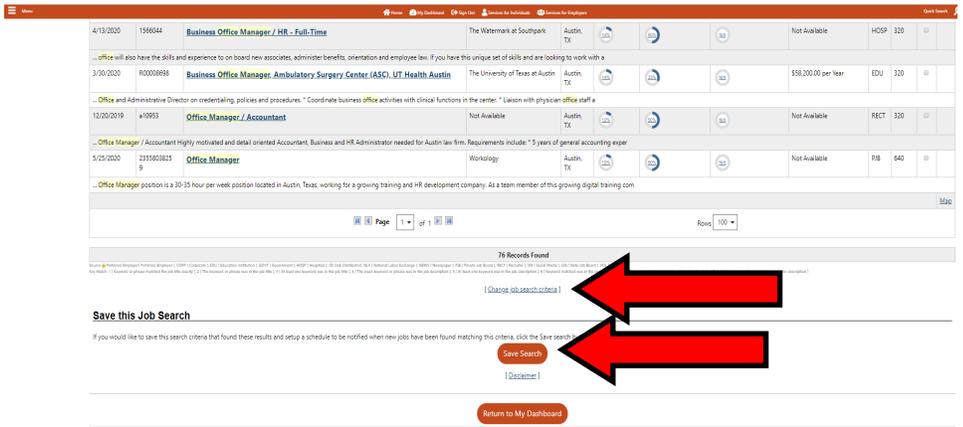
Enter the occupation you would like to search

Click **Search**

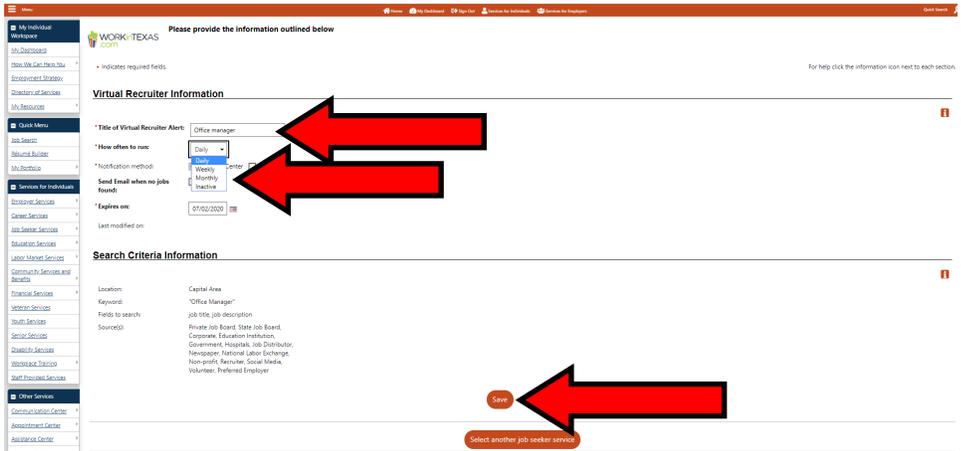


If you are not happy with the results click **change job search criteria**

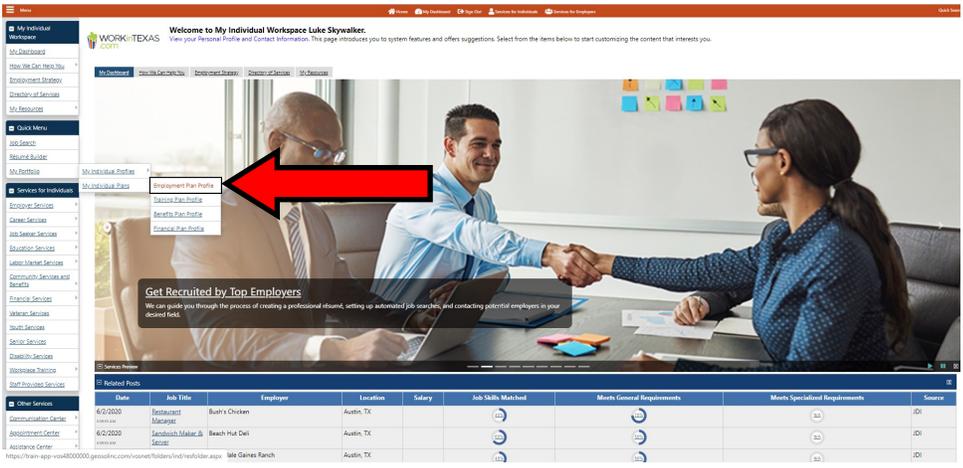
If you are happy with the results click **save search**



Enter a title for the search
Enter how you want to receive your notifications
Select how often you would like to receive notifications
Click **save**



You can find your virtual recruiter from your dashboard under **quick menu my portfolio**
My individual plans
Click **Employment plan profile**



Select the **Virtual Recruiter** tab to see you saved job alerts

You can click **run** to see any new jobs outside of your regular schedule

