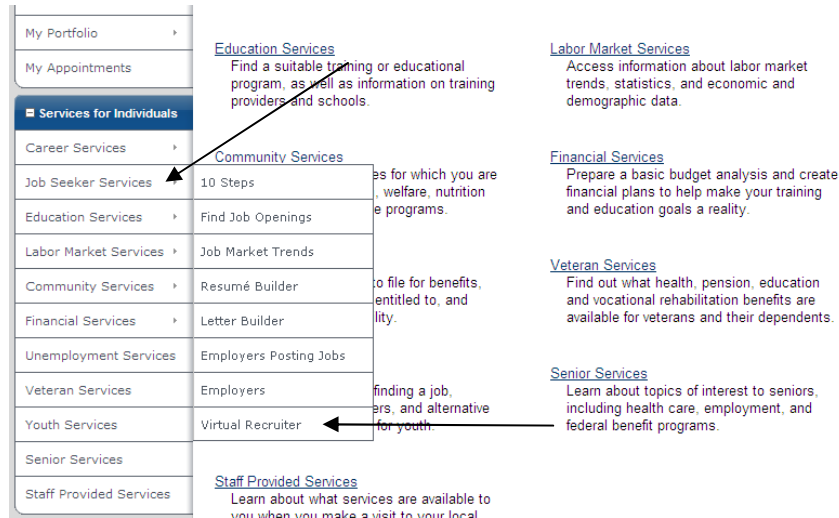


Virtual Recruiter

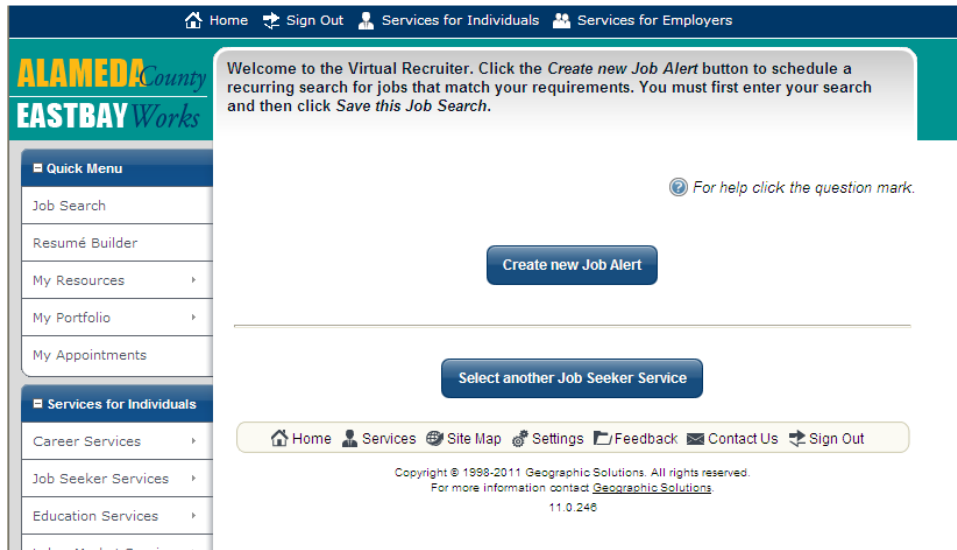
Step-by-Step Instructions for Setting Up
Personalized Job Alerts



1. Sign into your East Bay Works online account and choose 'Job Seeker Services' from the Services for Individuals menu on the left side of the screen. Select 'Virtual Recruiter' from the drop-down menu that immediately appears to the right.



2. Click to Create New Job Alert



3. Set your preferred criteria including distance from zip code and key word. Note: You can choose how EBW Online will search based on your key word(s) by clicking the small + next to 'Show Keyword Search Options' under the text box.

Job Search

Resumé Builder

My Resources

My Portfolio

My Appointments

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Staff Provider Services

Here are your most recently selected jobs: [ACCOUNTING](#)

Quick Job Search | [Advanced Job Search](#) | [Job Search by Employer](#) | [Job Search by Education](#) | [Job Search by Skills](#) | [Job Search by Resumé Criteria](#) | [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.

[Search]

Search Criteria

Select New Area:
[Select by Map]

Area Type: Zip Code

Zip Code: 94560 [Set area]

5 miles 10 miles 25 miles 50 miles

Keywords (e.g. Accountant):

Show Keyword Search Options

Show Additional Search Options

To create a new Virtual Recruiter job alert please enter your job search criteria above and click the Search button below. You will then be presented with a list of jobs. Click on the Save search button at the bottom of this screen to set up your new job alert and enter key parameters such as the alert name and how often it will run.

- When you have finished setting your criteria, click the 'Search' button at the bottom of the page. EBW Online will then show you a list of current openings that fit your criteria. To prevent the same job from showing up multiple times, check the 'Hide Potential Duplicate Jobs' box. Scroll to the bottom of the job listings on this page and click 'Save Search'.

EASTBAY Works

Quick Menu

Job Search

Resumé Builder

My Resources

My Portfolio

My Appointments

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services

Financial Services

Unemployment Services

Veteran Services

For help click the question mark.

Your search found 157 job(s), representing at least 157 position(s), that matched your search criteria. To change your search criteria, [click here](#). To save your search, [click here](#).

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

Hide potential duplicate jobs (5 job(s) hidden) [Set duplicate job definition](#)

Date	Job Title / Description Snippet	Employer	Location	Salary	Source	Key Match
05/05/2011	Mechanical Engineer	Not Available	Fremont, CA	\$75,000.00 per	PJB	1
Junior level Mechanical Design Engineer position available within a growing medical device company. Minimum two years experience designing medical devices Excellent design skills needed as well as experience performing Finite Element Analysis Experience taking a						
05/04/2011	Mechanical Engineer	Not Available	Mountain View, CA		RECT	1
Skill Set: Administrative						
05/03/2011	Mechanical Engineer	SLAC National Accelerator Laboratory	Menlo Park, CA		EDU	1
herent Light Source (LCLS) at SLAC National Accelerator Laboratory is searching for an entry level Mechanical Engineer to develop and grow in a unique and exciting environment. LCLS is the world's first x-ray free electron laser (FEL) with unprecedented capabilities in photon energy range. peak						

5. You will then be directed to a new page where you will fill in a name for the saved search and choose an expiration date for the search. You will also have to specify how you would like to be notified when new jobs post in your field. If you do not have an email on file within your EBW Online profile, alerts will automatically be delivered to your message box in EBW Online.

The screenshot displays the EBW Online interface. On the left is a vertical navigation menu with the following items: Job Search, Résumé Builder, My Resources, My Portfolio, My Appointments, Services for Individuals (highlighted), Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services, Financial Services, Unemployment Services, Veteran Services, Youth Services, Senior Services, and Staff Provided Services. The main content area is divided into two sections:

- Virtual Recruiter Information:** This section contains several fields:
 - * Title of Virtual Recruiter Alert: An empty text input field.
 - * How often to run: A dropdown menu currently showing "None Selected".
 - * Notification method: Three checkboxes labeled "Message Center" (checked), "Email", and "Text Message".
 - * Expires on: A date input field showing "08/09/2011" with a "mm/dd/yyyy" label to its right.
 - Receive featured jobs: Two radio buttons labeled "Yes" and "No", with "No" selected.
 - Last modified on: An empty text input field.
- Search Criteria Information:** This section displays the following information:
 - Location: Within a 10 mile radius of 94560
 - Keyword: mechanical engineer
 - Fields to search: An empty text input field.

6. Job leads will now be automatically delivered to your inbox! The frequency of delivery will vary depending on the criteria (daily or weekly) you selected while setting up the alert.