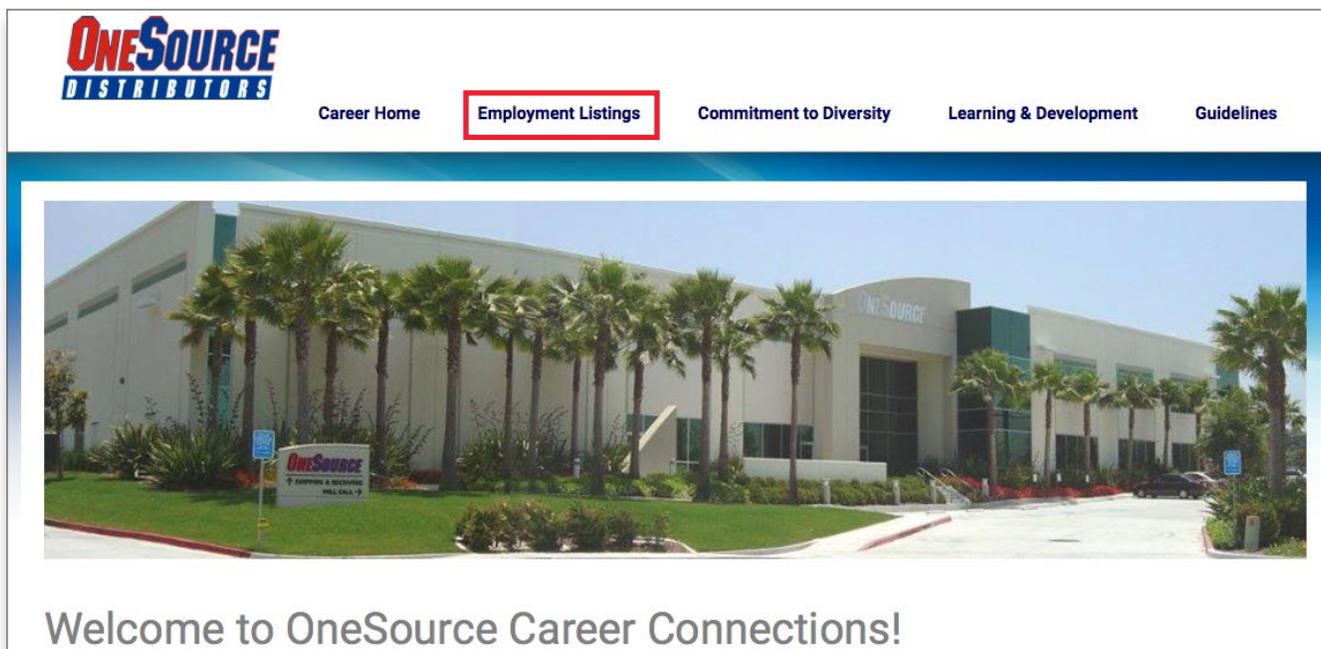
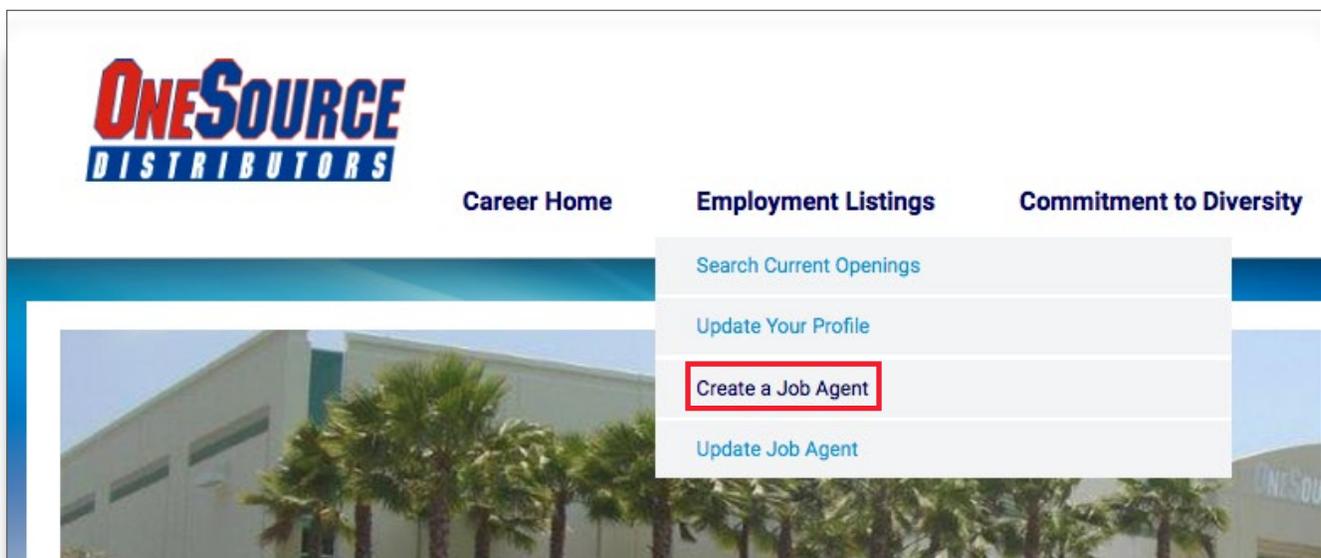


Creating a **JOB AGENT** is a great way to stay up-to-date with current job openings at OneSource without taking time to visit OneSource Career Connections on a regular basis. Once you have a **JOB AGENT** created, you can receive email notifications when jobs are posted that match your skills and experience.

To begin, access **OneSource Career Connections** at: <https://onesource-careers.silkroad.com/login.html>.



From the **Employment Listings** page, you will hover over Employment Listings and click on **Create a Job Agent**:



Here is an image of the **Job Agent Screen**:

Create Job Agent

Haven't found what you're looking for? Sign-up for your own Job Agent to search our job postings and identify potential matches based on your skill set. It's easy. All you need to do is enter your name and email address, upload your résumé, select how close of a match you'd like and the frequency you'd like to be notified. Do this once and you'll be notified when job postings meet your criteria.

▲ First Name *

Last Name *

Email Address *

Job Agent Name *
(name to identify your job agent)

Set minimum match *
(Note the percentage is the estimated percentage that your résumé/CV is a fit to a position.)

Agent Frequency * Daily Weekly Monthly

Upload résumé/CV * no file selected
Supported file types (doc, docx, htm, html, odt, pdf, rtf, txt)

Please adhere to the following when creating your password:
Password cannot match the defined login/email address.
Password's length must have a minimum of 8 and a maximum of 30 characters, respectively.
Password should have the following format: only contain letters and numbers and have at least 1 upper case character.

Password *

Confirm Password *

Complete the required fields indicated by asterisks:

Create Job Agent

Haven't found what you're looking for? Sign-up for your own Job Agent to search our job postings and identify potential matches based on your skill set. It's easy. All you need to do is enter your name and email address, upload your résumé, select how close of a match you'd like and the frequency you'd like to be notified. Do this once and you'll be notified when job postings meet your criteria.

▲ First Name *

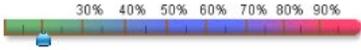
Last Name *

Email Address *

Job Agent Name *
(name to identify your job agent)

Next, set a minimum percentage match when comparing the posted job to the information listed in the resume you upload:

Set minimum match *
(Note the percentage is the estimated percentage that your résumé/CV is a fit to a position.)



To be notified about more job opportunities at OneSource, set a lower minimum match %. If you are only interested in positions that directly match your current skills and experience, set a higher minimum match %.

After setting your minimum match %, select the frequency with which you would like to receive notification emails. (You can receive daily, weekly or monthly)

Agent Frequency * Daily Weekly Monthly

Next, upload a current resume using one of the supported file types:

Upload résumé/CV * no file selected

Supported file types (doc, docx, htm, html, odt, pdf, rtf, txt)

After uploading the necessary documents, create a password for your account so you can come back and make changes to your job agent if necessary. Your job agent username will be the email address you provide.

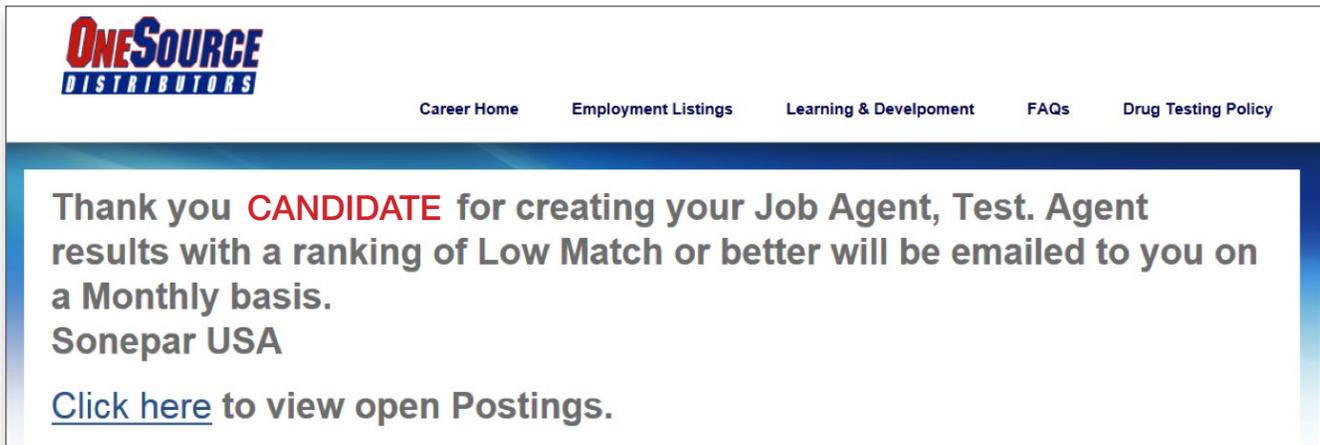
Please adhere to the following when creating your password:
Password cannot match the defined login/email address.
Password's length must have a minimum of 8 and a maximum of 30 characters, respectively.
Password should have the following format: only contain letters and numbers and have at least 1 upper case character.

Password *

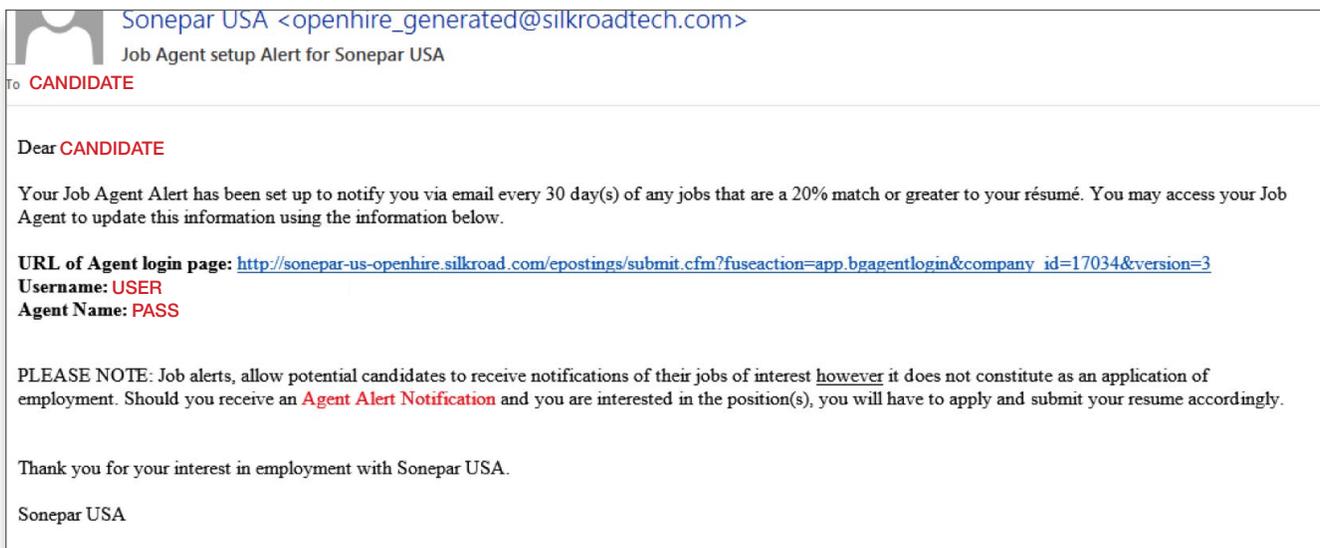
Confirm Password *

Once you have finished entering information into all required fields you are ready to create/save your job agent simply by clicking the Create Agent button!

After creating your job agent, a confirmation screen should appear similar to the screen shot below.



You will also receive a confirmation email to the email address you provided in your job agent



As stated in the email you will receive, “job alerts, allow potential candidates to receive notifications of their jobs of interest however it does not constitute as an application of employment. Should you receive an Agent Alert Notification and you are interested in the position(s), you must apply and submit your resume accordingly on <https://onesource-careers.silkroad.com/login.html>.