

Saved Searches & Search Agents



What are they?

Saved Searches and **Search Agents** are a great way to save time when using Rigzone.

Saved Searches allow you to run the same saved search multiple times, allowing you to view all matching results including new candidates.

Search Agents alert you to new candidates, including users who have updated their CV details directly to your inbox.

How to create a Saved Search or Search Agent

- 1 To save your search, you will need to be in the **Advanced** search tab.
- 2 Use keywords, skill categories or other criteria to create a search for candidates you'd like to be alerted to.
- 3 Tick the **Save my Search/Create a Search Agent** box at the bottom of the search options.

SAVE THIS SEARCH / CREATE A SEARCH AGENT

Save your search criteria and results or create a search agent to automatically email you new resumes matching these criteria.

Save my Search / Create a Search Agent

- 4 Enter a **Search Title** to save the search - the next time you log in, you can re-run the exact same search.
- 5 Select the **Email Frequency** to set up a **Search Agent**. You will automatically receive emails notifying you of all new matching candidates signing up to our database.

SAVE THIS SEARCH / CREATE A SEARCH AGENT

Save your search criteria and results or create a search agent to automatically email you new resumes matching these criteria.

Save my Search / Create a Search Agent

Search Title / Search Agent Name:

Business Analyst

Email Frequency:

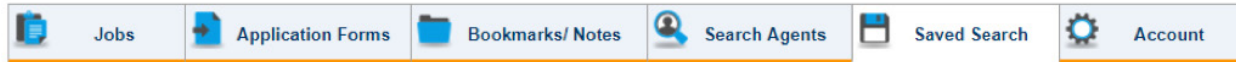
Everyday

Select to create an email agent

- 6 Don't forget to click **Search** once you have finished. You will see a message to tell you the search has been saved successfully.

How to find your existing Saved Searches

- 1 Go to the **Saved Search** tab, found in your **Recruiter Dashboard**.
- 2 Click **re-run search** next to any saved search to view the results, including any new profiles added.

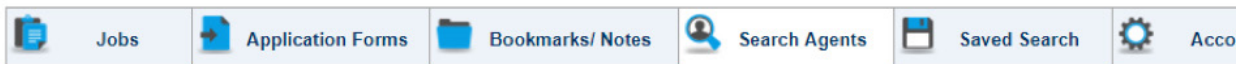


YOUR MATCHING SAVED SEARCHES

	Search Name	Search Date	Saved Resumes		
1	Pipeline Engineer [Agent]	Jul 31, 2017 3:35:43 PM CST	No Saved Results	details	re-run search
2	Business Analyst [Agent]	Jul 31, 2017 3:34:41 PM CST	No Saved Results	details	re-run search
3	Drilling Supervisor	Jun 16, 2017 8:25:32 AM CST	No Saved Results	details	re-run search

How to find/edit your existing Search Agents

- 1 Go to the **Search Agents** tab in your **Recruiter Dashboard**.
- 2 From here you can edit your search criteria, deactivate/reactivate your agents and change the frequency of the emails.



YOUR RESUME SEARCH AGENTS

Your agents are listed below. Use the options below to edit, activate / deactivate, or completely remove your resume search agents.

Agent Name	Email Freq.	Status
1. Business Analyst EDIT AGENT DEACTIVATE REMOVE	Everyday ▾	Active
2. Pipeline Engineer EDIT AGENT DEACTIVATE REMOVE	Everyday ▾	Active

- Tips:**
- There is no limit to the number of saved searches and agents you can have – so keep saving.
 - Search agents are emailed to you based on when you set them up – if you'd prefer them first thing in the morning or last thing at night, you can set them up accordingly. Make Rigzone work for you!
 - Create search agents for roles you frequently recruit for and be the first to contact relevant candidates before your competitors.