



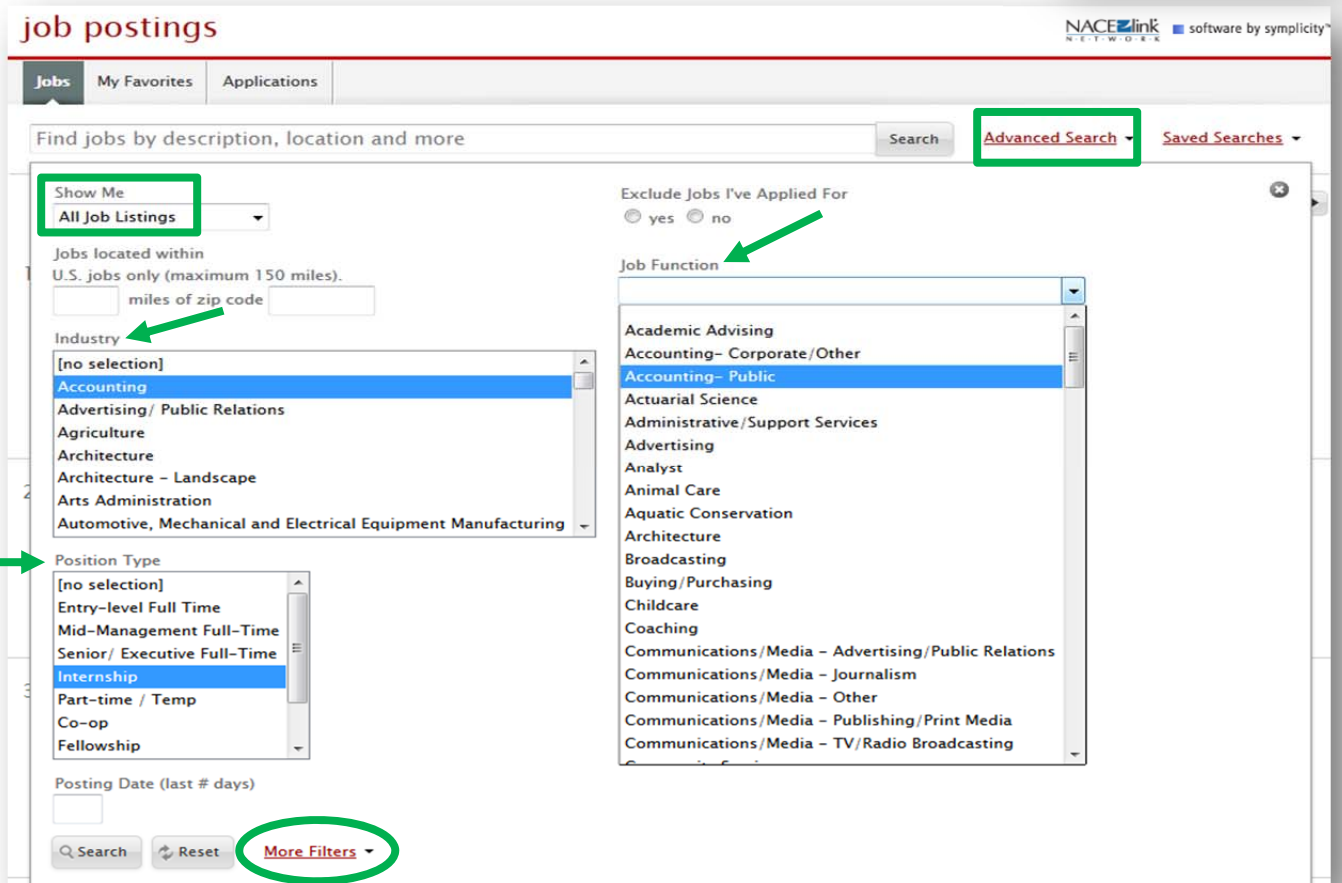
BUCKYNET USER'S GUIDE: HOW TO CREATE JOB ALERT EMAILS

Not registered for BuckyNet?
Visit <http://careers.ls.wisc.edu>

STEP 1: BEGIN WITH A SEARCH

Hover on the *Jobs* tab and click “BuckyNet Jobs.” To narrow the type of job alert you would like to receive, click “Advanced Search” on the right. Select “Show Me: All Job Listings” on the left, and be sure to select the appropriate Position Type.

You can also select options such as Industry Type and Job Function.



Click “More Filters” to see even more options.
These include geographic limitations, relevant majors, and work authorization status.
Click “Search” when you are ready to move on to the next step.

STEP 2: SAVE SEARCH & SET EMAIL PREFERENCES

Once you see the screen of job postings that match your search preferences, click on “Saved Searches” on the top right corner. Here, you can save the current search and decide how often you want BuckyNet to send you email about the results.

- 1) **Title** the search, for example “Madison Public Service Jobs” or “Event Planning Internships”
- 2) From the dropdown menu, decide how often to **send results via email** (for example, *daily* or *weekly*)
- 3) Select whether you want the email to contain **new results only** (yes/no)
- 4) Click “**Save**.” You will now receive regular email alerts based on these results!

The screenshot shows the BuckyNet job search interface. At the top, there is a navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Surveys, Events, and Calendar. Below this, the user is logged in as 'My Account' with a search bar and a 'Saved Searches' dropdown menu highlighted in a green box. The main search area includes filters for 'Industry: Government/ Public Affairs', 'Ignore National Jobs: 1', and 'Position Type: Entry-level Full Time'. A table of search results is displayed with columns for Title, Send via email, and New results only. The first result is 'Madison Public Service Jobs'. A dropdown menu is open for the 'Send via email' column, showing options: Never, Daily, Every Other Day, Weekly (highlighted), Monthly, and Quarterly. A green arrow points to the 'Save' button in the 'New results only' column for the first row. Another green arrow points to the 'Weekly' option in the dropdown menu. A third green arrow points to the 'Madison Public Service Jobs' title. The 'New results only' column has radio buttons for 'yes' and 'no', and 'Save' buttons for each row.

***** Notice that you can save many different searches. *****

This is helpful when looking for different types of jobs, in different fields, different locations, etc.