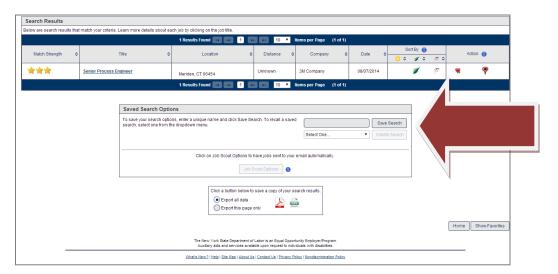
JobZone How To Guide: Saving a Job Scout

Use the Job Scout to have automated job lead emails sent to you on a regular basis. These are like the leads once sent through SMART.

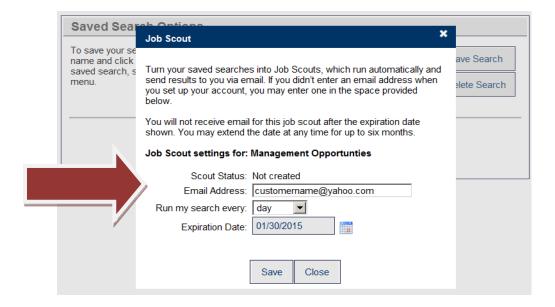
First, perform a Resume Based or Key Word Job Search. Do you need help doing a Resume Based Job Search? Use our Resume Based Job Search Guide.

At the bottom of the search results, there is a box to Save the Search. Write the name of the search in the box (you choose this) and click on Save Search.

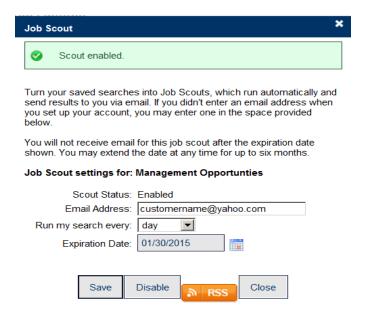


Once the search is saved, it can then be turned into a Job Scout. Click on Job Scout Options. (This feature is only available when there is a saved search).

Decide on the frequency (daily, weekly, etc) and an expiration date. Click Save.



The Scout is now enabled. At this time, you can choose the option to receive job leads through an RSS feed.



Disabling the Job Scout

First perform any search through the Job Search function on JobZone's homepage. Then, scroll to the bottom of the results page and click on "Job Scout." Last, click "Disable."