

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.

The screenshot shows a search results page for 'Senior Process Engineer' at '3M Company' in 'Meriden, CT 06454'. Below the results table is a 'Saved Search Options' dialog box. The dialog box contains a text input field for a search name, a 'Save Search' button, a 'Delete Search' button, and a 'Job Scout Options' button. A red arrow points to the 'Save Search' button.


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 screenshot shows the 'Job Scout' settings dialog box. The dialog box has a title bar 'Job Scout' and a close button. The main text reads: 'Turn your saved searches into Job Scouts, which run automatically and send results to you via email. If you didn't enter an email address when you set up your account, you may enter one in the space provided below. You will not receive email for this job scout after the expiration date shown. You may extend the date at any time for up to six months.' Below this is the section 'Job Scout settings for: Management Opportunties' (note the typo). The settings include: 'Scout Status: Not created', 'Email Address: customername@yahoo.com', 'Run my search every: day', and 'Expiration Date: 01/30/2015'. At the bottom are 'Save' and 'Close' buttons. A red arrow points to the 'Save' button.

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

Job Scout ✕

 Scout enabled.


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Job Scout settings for: Management Opportunities

Scout Status: Enabled

Email Address:

Run my search every: 

Expiration Date: 

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."