Save time and make job search easier using ZotLink’s Advanced Features!

Saved Searches and Search Agents:
Saved searches and search agents work together to save you time and alert you when jobs that meet your criteria have been posted.
- From the basic job search page, select the “Advanced Search” tab.
- In the gray box at the top of the form check “save as” then name your search, e.g. marketing internship.
- Select criteria using any combination of the filter options provided. Keep in mind the more items you select the fewer results you’re going to get.
- Click submit.

You can schedule a search agent to email you whenever a job matches the criteria in your saved search.
- To schedule a search agent select “Search Agents”
- Click the title of the saved search
- Select “yes” next to Enable
- Select the Period (frequency) for the agent to run, day, week or month
- Enter a numerical value in the “Multiple” box - this tells it how often to run.
If you enter week for the period then enter 1 under multiple you will get an email once a week.
- Make your selection under new results
- Click submit

Viewing Employers:
You can search for employers in a similar way to searching jobs. This is very useful for identifying companies within an industry. Also, if you know you want to work for specific companies you can go directly to their profile to see jobs they have posted instead of searching through all of the jobs looking for that company. You can also see if they will be on campus and what they will be doing while here.

Favorites:
Both jobs and employers can be marked as favorites. This allows you to quickly return to that listing without having to search. Look for the gray star next to a job title or employer name. The star will change to yellow once selected.
Resume Books:
Resume books are an easy and effective way for students to access the hidden job market. By simply uploading your resume to one or more resume books on Zotlink, approved employers can view your resume and contact you if they are interested - the employers look for you! You can add your resume in up to five resume books. If you are interested in more than five books you will need to schedule an appointment to speak with a Career Counselor.

1. From the Documents & Resume Book page select the Opt-In Resume Book tab.
2. Select the resume you want to Opt-In and click Select Resume Books.
3. Use the drop down menu to select the book(s) you want to join.

Want credit for an internship?  
Refer to http://www.career.uci.edu/Student_UCIInternships.aspx or pick up the Internship Quick Tip for a list of courses available.

Career Fair RSVP and Resume Books:
For each career fair hosted by the Career Center there is a corresponding resume book. Within the resume book you can flag specific employers of interest. When they employer looks through the resume book they will see that you have flagged them.
1. Click on Workshops, Career Fairs, and Employer Events
2. Select the Career Fair tab
3. Click the RSVP button next to the event of interest
4. Click on the sentence “Select employers of interest, submit your resume to the resume book, or cancel your RSVP.”
5. Select the resume you would like to submit from the drop down menu.
6. Check off your employers of interest
7. Click submit

Fair registration closes for employers one week prior to the event. If you RSVP earlier than a week in advance you will want to come back and review the list of employers to see if there are any more you want to select.

IMPORTANT
Submitting your resume to the event resume book does not guarantee it will be seen by all of the employers. You are still encouraged to go to the fair and speak with a representative at the employer’s booth.