



Finding Jobs: Setting up Job Search Agents and Webcrawlers

A successful job searcher will continue to look for and apply to jobs, generally within the first two weeks of a job being posted, until she accepts a position. This means keeping on top of when positions are posted. To become efficient at that, here are some tips for setting up job search agents and webcrawlers, which will automatically notify you when positions of interest are posted.

How do I know which one is likely to be most useful to me?

- **Job Search Agents** are platforms generally hosted by a single organization, especially larger, well-known ones like Harvard, Scholastic, Google, Boston Public Schools, USAJobs.gov
- **Webcrawlers** are not organization-specific but rather cull job postings from across the web. These sites are great if you are interested in searching more generally across sectors for jobs focused on a specific content area or with a certain skill. Sites include Indeed.com and SimplyHired.com
- Professional organizations and/or publications may use either **job search agents** or **webcrawlers**. These sites are good for hard-to-fill positions. Examples include NACE, EdSurge, Chronicle of Higher Education, American Education Research Association, etc.

Please note: If you are looking for positions in smaller organizations—or positions that typically are available in smaller organizations (e.g., Rennie Center, Six Red Marbles, VSA MA, Salem Witch Museum)—you may find that they don't post their positions online at all. For these, word of mouth is critical. Be sure to *Follow* these organizations on LinkedIn. I highly recommend going back to LinkedIn tip sheet for strategy—and start or continue those informational interviews.

JOB SEARCH AGENTS

Example: Harvard University

1. Visit the University's jobs site, Aspire, here:
<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25240&siteid=5341#home>.

2. Click on **Advanced Search**

Search for Jobs

Search job opportunities that match your interests

Type text to search by keyword

Find Jobs

Advanced Search

3. Select **Job Function** (and other relevant information to you) in the options provided

Alumni Affairs and Development

Arts

Athletics

Communications

Facilities

Faculty & Student Services



4. Choose a **posting date** between 2-3 weeks (ideally) of the day's date

Post Date
Include postings from

1/21/2019 

5. Click on **Save this Search**

Save this search

6. **Sign in** to Save the Search

Sign In

Fields marked with an asterisk (*) are required.

*Email address

*Password

[Forgot Username or Password?](#)

Sign in

[Don't have an account yet?](#)

7. **Save the Search**

Save Search

Fields marked with an asterisk (*) are required.

* Search name

I want to receive updates

Never

Daily

Weekly

Bi-weekly

Monthly

* Email address

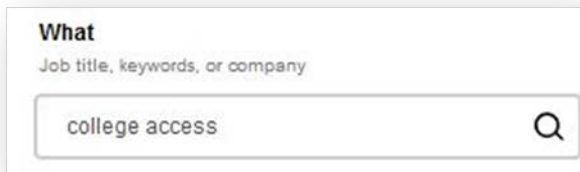
Save [Cancel](#)



WEBCRAWLERS

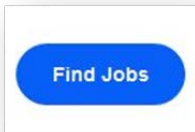
Example: *Indeed.com*

1. To find positions of interest at Indeed.com, visit the site here: <https://www.indeed.com/>.
2. Input keywords into the search box

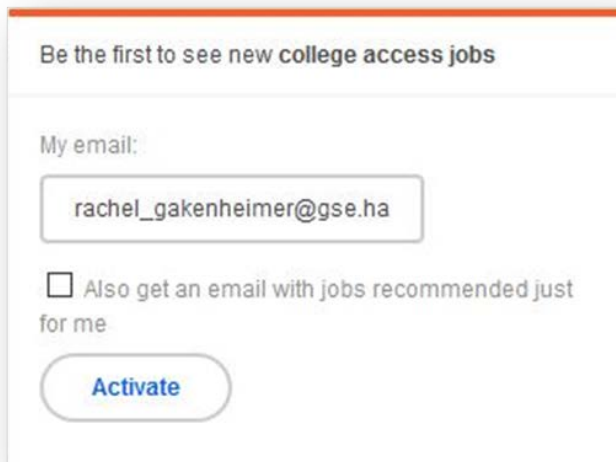


A screenshot of the Indeed search interface. It features a search box with the text "college access" entered. Above the search box is the label "What" and the placeholder text "Job title, keywords, or company". A magnifying glass icon is located to the right of the search box.

3. Click on Find Jobs



4. Enter your email and click **Activate** to be notified of new job postings (and select to be notified of recommended jobs too, if you want)



A screenshot of the Indeed email notification form. The title is "Be the first to see new college access jobs". Below the title is a section for "My email:" with a text input field containing "rachel_gakenheimer@gse.ha". There is a checkbox labeled "Also get an email with jobs recommended just for me" which is currently unchecked. At the bottom of the form is a blue button labeled "Activate".

PUBLICATIONS

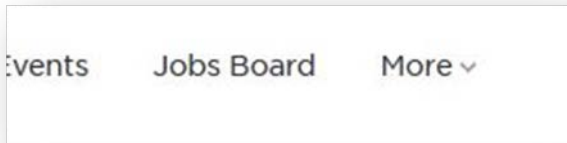
Example: *EdSurge*

1. Log onto Edsurge at: <https://www.edsurge.com/>

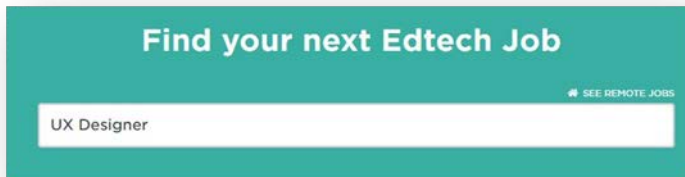




2. Click on Jobs Board



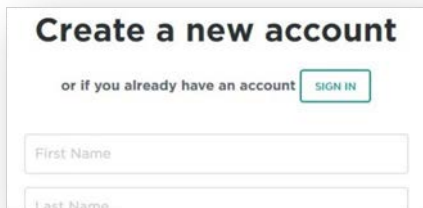
3. Input keywords for your search



4. Set up email alert for the search based on keywords



5. Create an account



FOLLOWING ORGANIZATIONS ON LINKEDIN

Ex: [LinkedIn.com](https://www.linkedin.com)

1. Visit LinkedIn here: <https://www.linkedin.com/>.
2. Find Organization in Search bar
3. Click into Organization
4. Click *Follow*