How to Create a Job Agent in CareerBridge

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What is a Job Agent?

• A job agent is a search within CareerBridge created by students based on criteria the student selects as important for searching for potential internships or jobs in CareerBridge.

• Students can name their job agent anything they like. Ex. “Software Engineering Positions”

• Students may have more than one job agent in CareerBridge.
Login to CareerBridge

https://www.myinterface.com/mit/student/
1. Click on Job Search
2. Use the Advanced Search function
3. Select Criteria and “Search”
4. When Search Results Appear...

1. Click on “Email me new Jobs”
2. Create a name for your Job Agent when the pop-up window appears.
Locating Created Job Agents
1. Click on “Job Agent” Tab
2. Click on “View” for the job agent you would like to view.