

Miami-Dade County



Create a Job Agent

Course ID: DPR 321

Course Title: Recruitment

Updated 01-30-2025

TABLE OF CONTENTS

Purpose AND DESCRIPTION 2

Purpose..... 2

Note..... 2

CREATE JOB AGENT 3

PURPOSE AND DESCRIPTION






Purpose

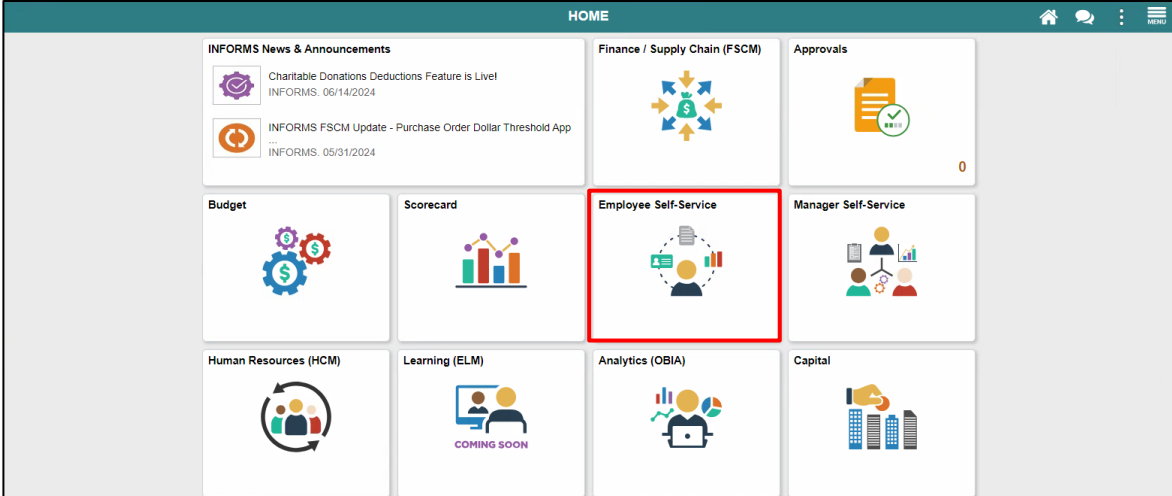
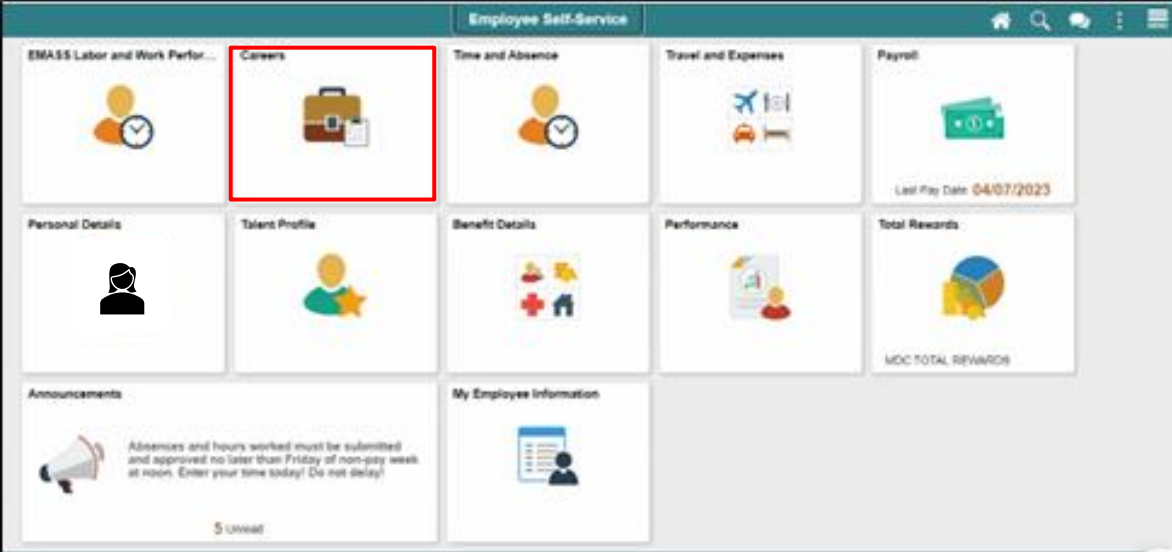
This job aid explains the key activities involved in setting up a Job Agent to be notified of future job openings. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

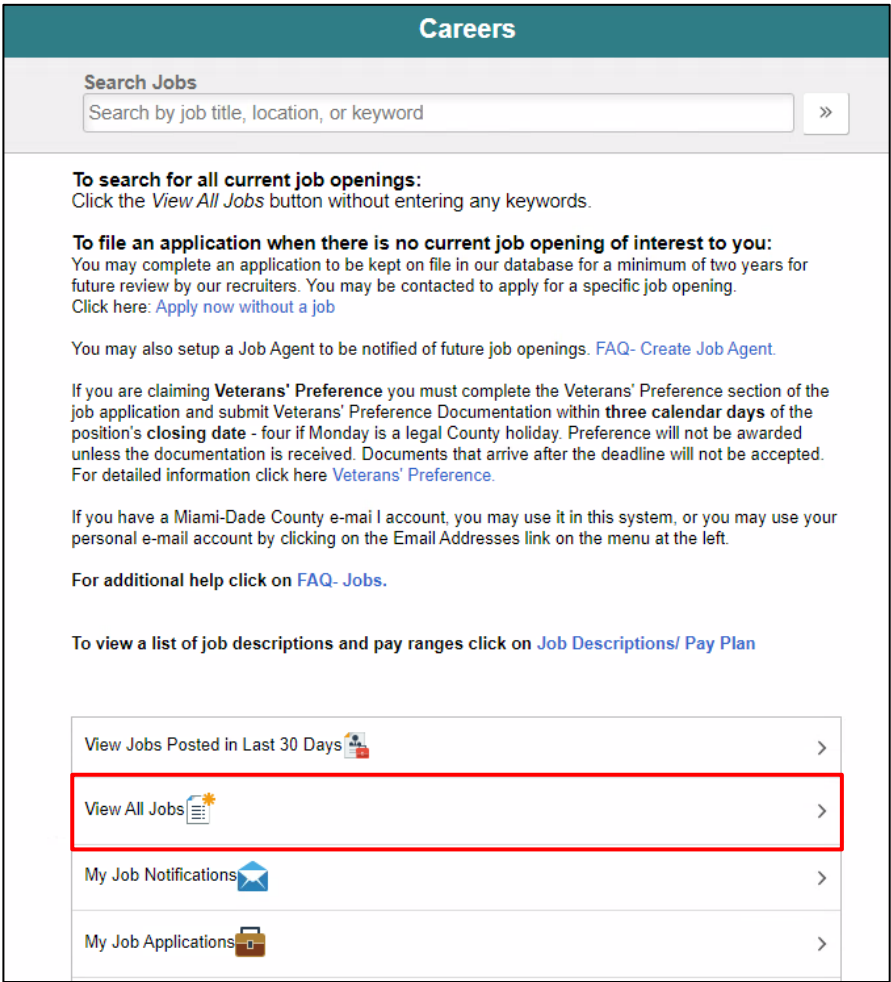
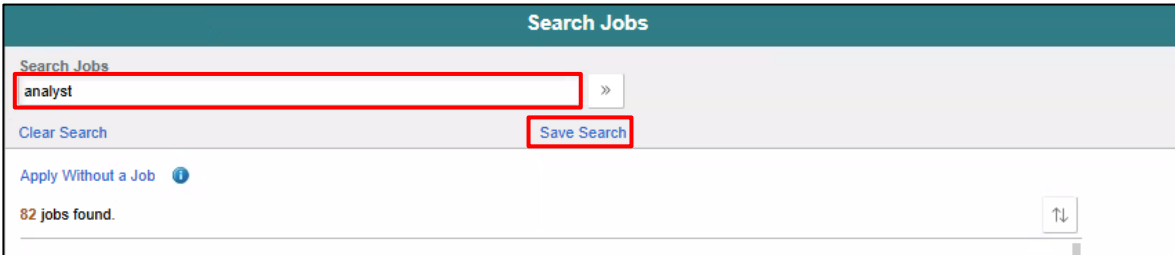
Note

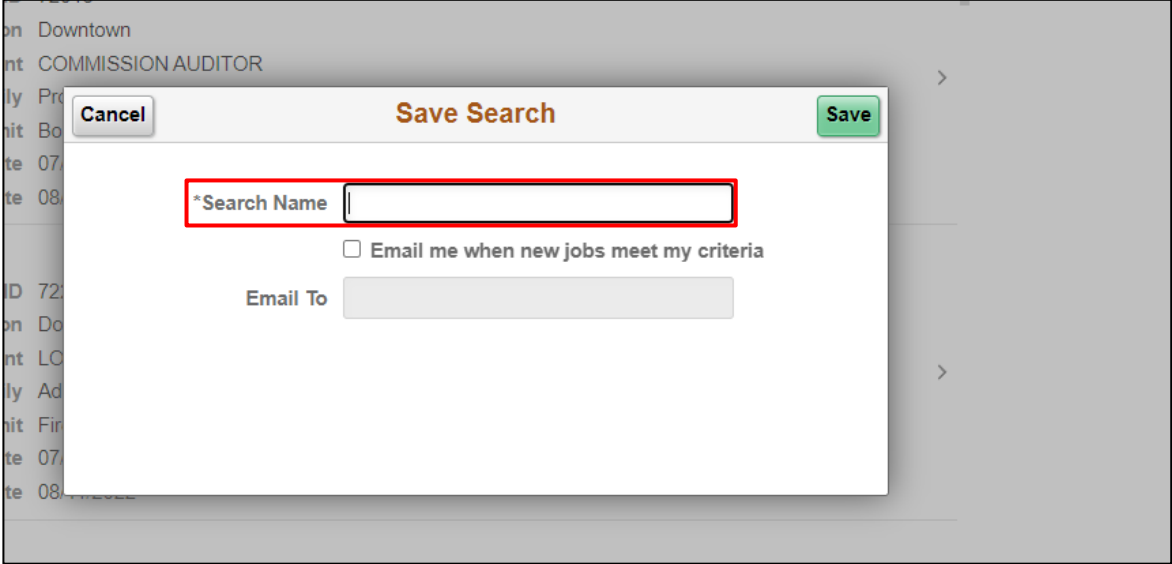
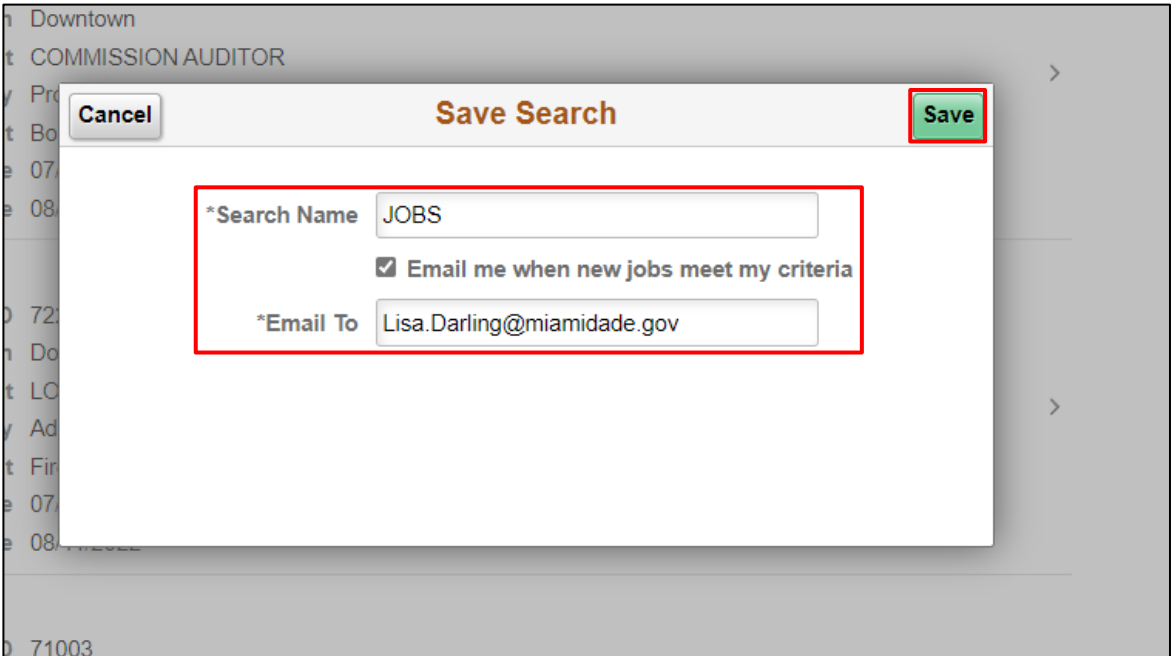
- Miami-Dade County and Constitutional Office Department Personnel Representatives (DPRs) will continue to initiate new position openings. These position openings will continue to be reviewed and validated by Miami-Dade County Human Resources Department's (HRD) Central Compensation & Recruitment units.
- Miami-Dade County employees hired after 01/07/2025 will have the ability to view all public facing job openings and internal job openings which correspond to their company (Miami-Dade County)
- DPRs will now see a Company Identifier for each candidate on the job opening applicant page
- Constitutional Office DPRs will initiate new positions and submitted for approval to the Constitutional Office Department Budget Administrator. Miami-Dade County DPRs will initiate new positions and submit for approval to the Office of Management and Budget Approver.

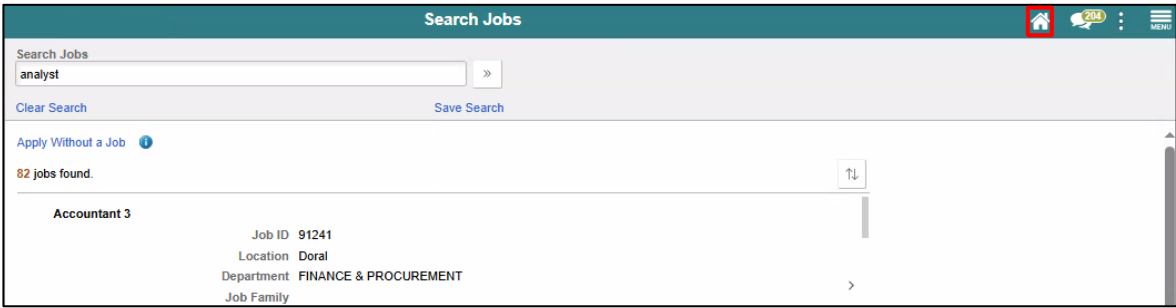
CREATE JOB AGENT

Step	Action
1.	<p>NOTE: This Step is for Non-Miami Dade County employees only. If you are a Miami-Dade County employee, please skip this step and proceed to Step 2 instead.</p> <p>a. Navigate to https://www.miamidade.gov/global/humanresources/jobs/home.page</p> <p>b. Select Non-County Employees.</p> <div data-bbox="284 630 1437 1848"> <h3>Miami-Dade County Jobs</h3> <p>Share:  </p> <hr/> <p>Miami-Dade County is a workplace like no other. It features two of the largest and busiest ports in the nation – Port Miami and Miami International Airport – as well as Zoo Miami, the only tropical zoo in the continental United States.</p> <p>Its borders also include sunny beaches, the wide open-spaces of the Everglades and an urban metropolis, so it's no surprise that it takes a diverse set of backgrounds and skillsets to deliver excellent service to our 2 million residents – and 16 million yearly visitors.</p> <p>From skilled trades to professional services, job opportunities at the County include just about every industry and every interest. Explore our offerings and find your fit at Miami-Dade County.</p> <p>Miami-Dade County is an Equal Opportunity Employer. Applicants and employees are protected from discrimination based on certain categories protected by local and federal law.</p> <p>Learn about the amazing benefits Miami-Dade County offers. Questions? Check out the FAQ for some helpful answers.</p> <div>    </div> <div> <div>COUNTY EMPLOYEES</div> <div>NON-COUNTY EMPLOYEES</div> <div>CREATE YOUR ACCOUNT</div> </div> </div>

Step	Action
2.	<p>NOTE: This Step is for Miami Dade County employees. If you are not a Miami-Dade County employee, please skip this step and proceed to Step 4 instead.</p> <p>Log into INFORMS and select Employee Self-Service from the home landing page below.</p> 
3.	<p>Select Careers.</p> 

Step	Action
4.	<p>Select View All Jobs.</p>  <p>The screenshot shows the 'Careers' page with a search bar and several links. The 'View All Jobs' link, accompanied by a document icon, is highlighted with a red rectangular box. Other visible links include 'View Jobs Posted in Last 30 Days', 'My Job Notifications', and 'My Job Applications'.</p>
5.	<p>a. Type a Job Title in the Search Jobs field.</p> <p>b. Select Save Search.</p>  <p>The screenshot shows the 'Search Jobs' page. The search input field contains the word 'analyst' and is highlighted with a red box. To the right of the search bar is a 'Save Search' button, also highlighted with a red box. Below the search bar, there are links for 'Clear Search', 'Apply Without a Job', and a status message '82 jobs found.' with a pagination control.</p>

Step	Action
6.	<p>Enter a name for your job search in the Search Name field.</p> 
7.	<p>NOTE: Email To is prefilled with default email.</p> <ol style="list-style-type: none"> Select the Email me when new jobs meet my criteria checkbox. Select Save. 

Step	Action
8.	<div>Select Home.</div> <div></div>