



Miami-Dade County

Create Job Agent - Job Aid

DESCRIPTION

This job aid is for all INFORMS users.

The purpose of this job aid is to help users understand how to setup a Job Agent to be notified of future job openings.

CREATE JOB AGENT

Action

For Non-County Employees:

- Navigate to <https://www.miamidade.gov/global/humanresources/jobs/home.page>
- Select **Non-County Employees**.

Home > Human Resources > County Jobs

Miami-Dade County Jobs

Share:

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.

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.

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.

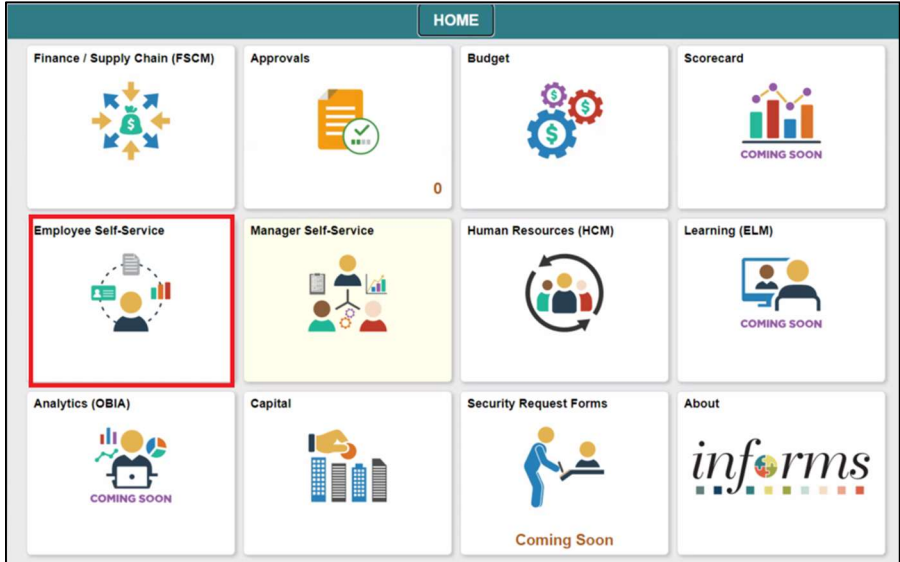
Miami-Dade County is an Equal Opportunity Employer. Applicants and employees are protected from discrimination based on certain categories protected by local and federal law.

Learn about the amazing [benefits](#) Miami-Dade County offers. Questions? Check out the [FAQ](#) for some helpful answers.

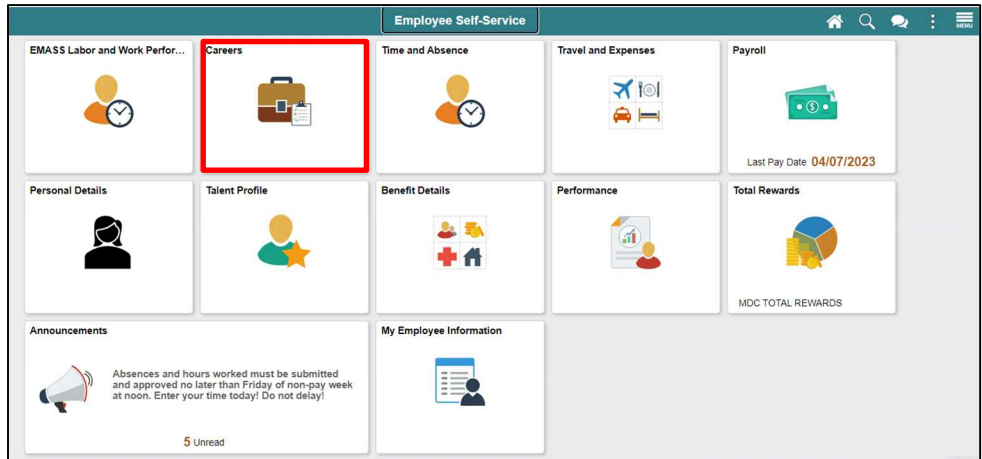
COUNTY EMPLOYEES **NON-COUNTY EMPLOYEES** **CREATE YOUR ACCOUNT**

For **County Employees:**

- Log into **INFORMS**.
- Select **Employee Self-Service**.



- Select **Careers**.



For **Non-County** and **County Employees**:

- Select **View All Jobs**.

The screenshot shows the 'Careers' page with a search bar and several navigation options. The 'View All Jobs' button is highlighted with a red box. Below the search bar, there are instructions on how to search for current job openings, how to file an application when there is no current job opening of interest, and how to set up a Job Agent. There are also links for 'FAQ- Create Job Agent', 'Veterans' Preference', and 'FAQ- Jobs'. At the bottom, there are links for 'Job Descriptions/ Pay Plan', 'View Jobs Posted in Last 30 Days', 'View All Jobs', 'My Job Notifications', and 'My Job Applications'.

- Input Job Title in **Search Jobs** field.
- Select **Save Search**.

The screenshot shows the search results page. The search field contains the text 'analyst' and is highlighted with a red box. Below the search field, there are links for 'Clear Search' and 'Save Search'. The 'Save Search' button is also highlighted with a red box. Below the search field, there is a link for 'Apply Without a Job' and a message that says '153 jobs found.' At the bottom, there is a link for 'BCC FINANCIAL ANALYST 3'.

- Input **Search Name**.

The screenshot shows a 'Save Search' dialog box with a white background and a grey border. At the top, there are 'Cancel' and 'Save' buttons. The main content area contains a text input field labeled '*Search Name' which is highlighted with a red rectangular box. Below it is a checkbox labeled 'Email me when new jobs meet my criteria' which is currently unchecked. At the bottom, there is a text input field labeled 'Email To' which is empty.

- Select **Email me when new jobs meet my criteria** checkbox. Email to is prefilled with default email.
- Select **Save**.

The screenshot shows the 'Save Search' dialog box after several changes. The '*Search Name' field now contains the text 'JOBS'. The 'Email me when new jobs meet my criteria' checkbox is now checked. The 'Email To' field is prefilled with the email address 'Lisa.Darling@miamidade.gov'. The 'Save' button at the top right is highlighted with a red rectangular box.