

## Miami-Dade County



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## Create a Job Agent

**Course ID: DPR 321**

**Course Title: Recruitment**

***Updated 01-30-2025***

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## PURPOSE AND DESCRIPTION

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### Purpose

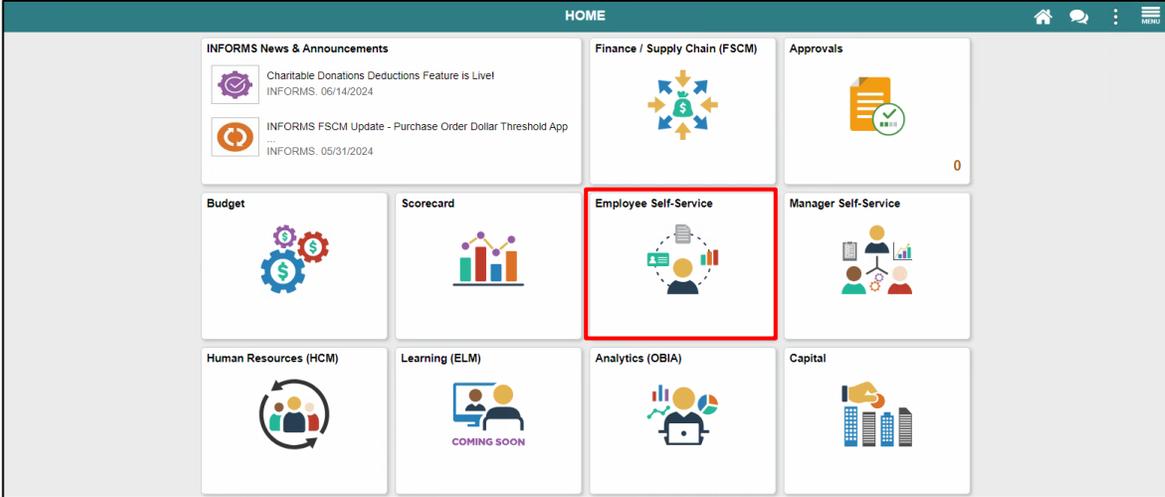
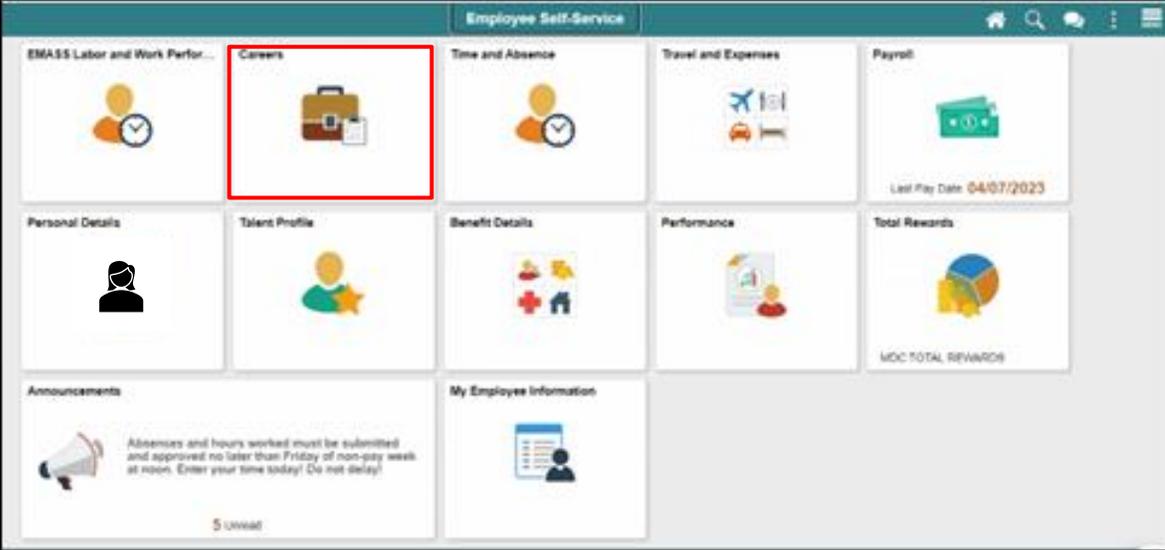
This job aid explains the key activities involved in setting up a Job Agent to be notified of future job openings. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

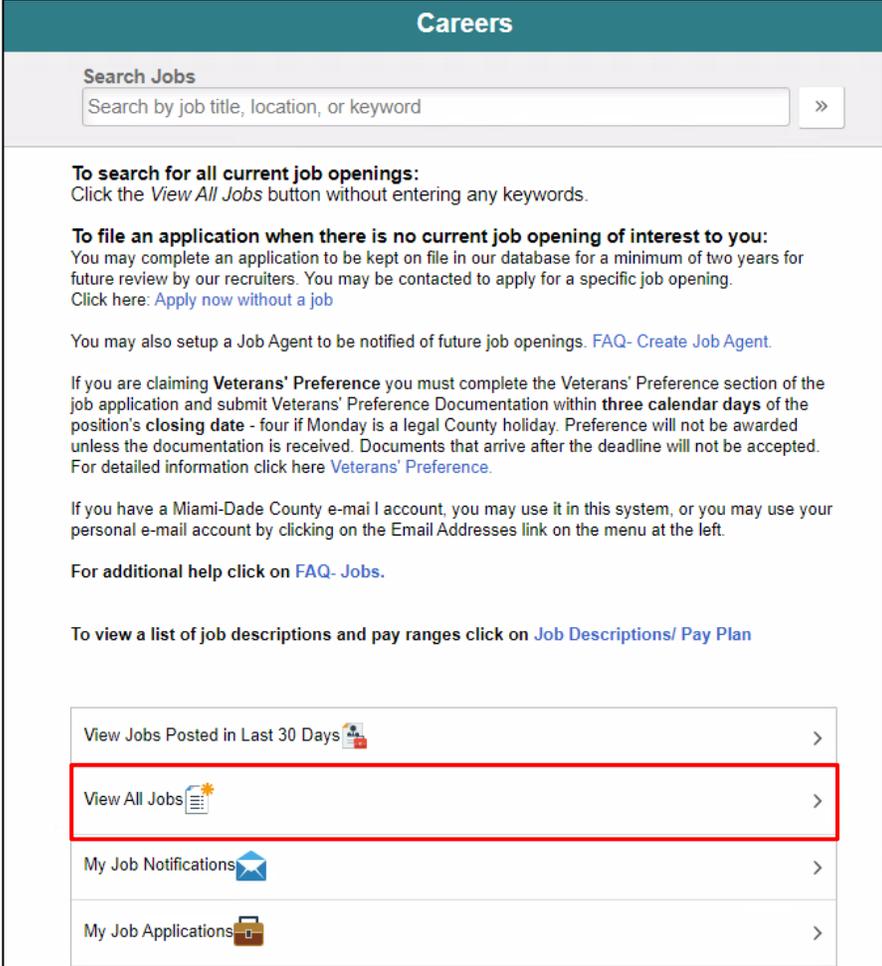
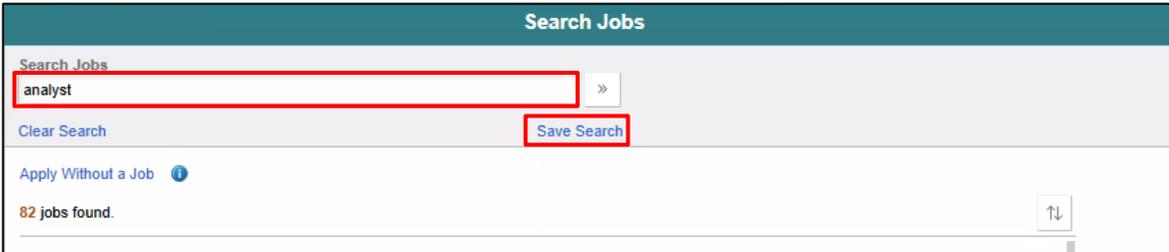
### Note

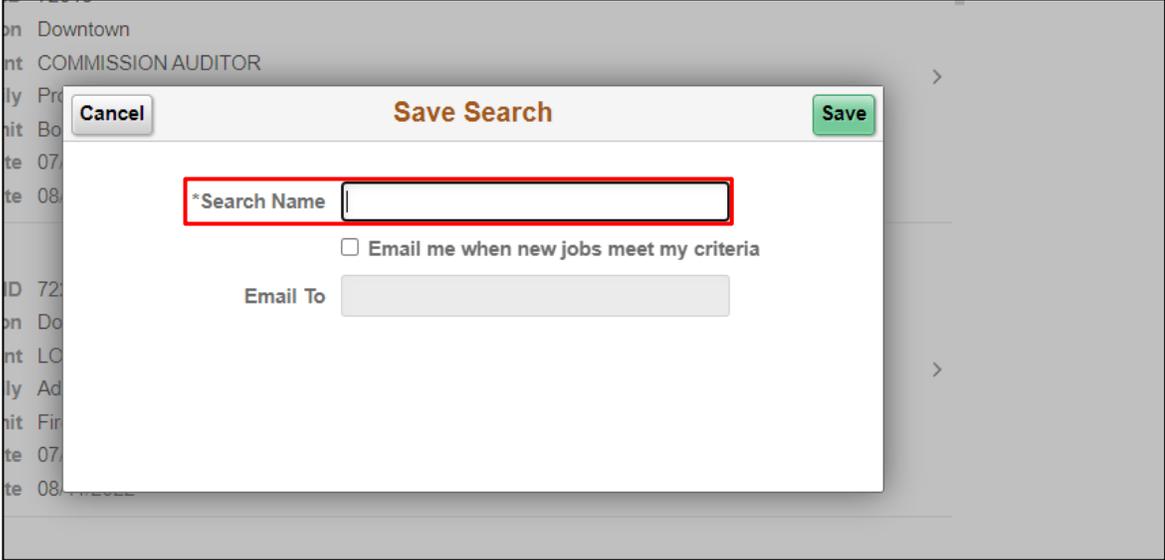
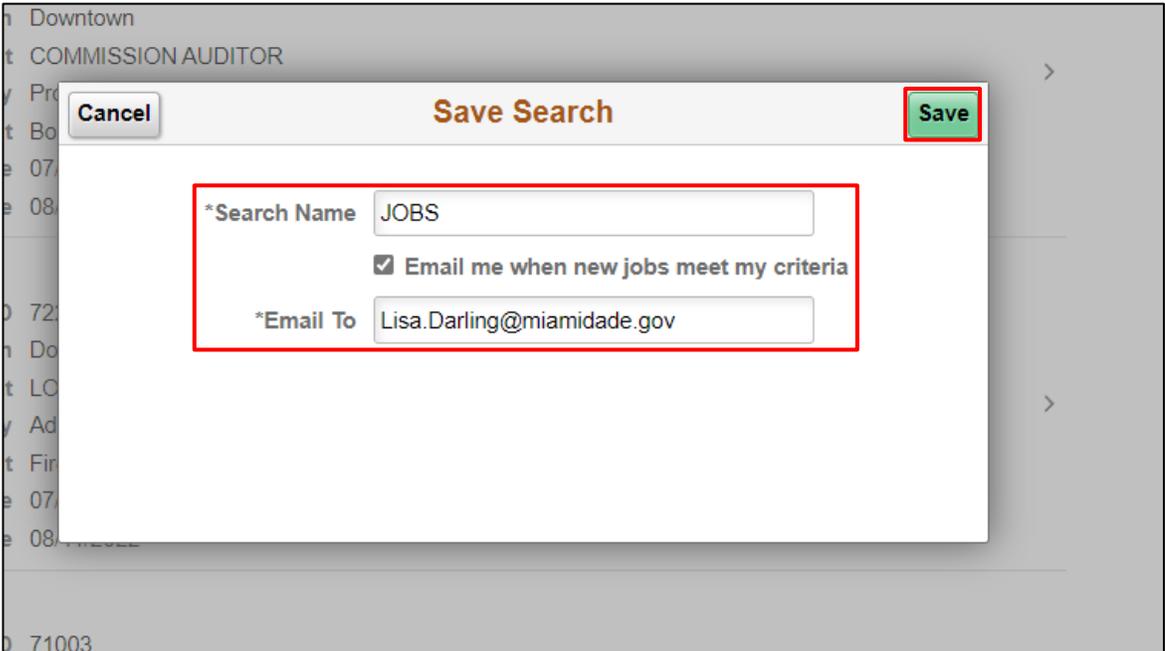
- Miami-Dade County and Constitutional Office Department Personnel Representatives (DPRs) will continue to initiate new position openings. These position openings will continue to be reviewed and validated by Miami-Dade County Human Resources Department's (HRD) Central Compensation & Recruitment units.
- 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><b>NOTE:</b> 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 <a href="https://www.miamidade.gov/global/humanresources/jobs/home.page">https://www.miamidade.gov/global/humanresources/jobs/home.page</a></p> <p>b. Select <b>Non-County Employees</b>.</p> <div data-bbox="277 632 1443 1850" style="border: 1px solid black; padding: 10px;"> <h3 style="margin-top: 0;">Miami-Dade County Jobs</h3> <p>Share:  </p> <hr style="border: 2px solid #00AEEF;"/> <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 <a href="#">benefits</a> Miami-Dade County offers. Questions? Check out the <a href="#">FAQ</a> for some helpful answers.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <div style="background-color: #0056b3; color: white; padding: 10px; width: 150px; margin: 0 auto;">COUNTY EMPLOYEES</div> </div> <div style="text-align: center;">  <div style="background-color: #0056b3; color: white; padding: 10px; width: 150px; margin: 0 auto; border: 2px solid red;">NON-COUNTY EMPLOYEES</div> </div> <div style="text-align: center;">  <div style="background-color: #0056b3; color: white; padding: 10px; width: 150px; margin: 0 auto;">CREATE YOUR ACCOUNT</div> </div> </div> </div>

Step	Action
2.	<p><b>NOTE:</b> 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 <b>Employee Self-Service</b> from the home landing page below.</p> 
3.	<p>Select <b>Careers</b>.</p> 

Step	Action
4.	<p>Select <b>View All Jobs</b>.</p>  <p>The screenshot shows the 'Careers' section of a website. At the top is a 'Search Jobs' field with a search icon. Below it are instructions on how to search for current job openings and how to file an application when there is no current job opening of interest. There are also links for setting up a Job Agent, claiming Veterans' Preference, and using a Miami-Dade County e-mail account. At the bottom, there is a list of navigation options: 'View Jobs Posted in Last 30 Days', 'View All Jobs' (highlighted with a red box), 'My Job Notifications', and 'My Job Applications'.</p>
5.	<p>a. Type a Job Title in the <b>Search Jobs</b> field.</p> <p>b. Select <b>Save Search</b>.</p>  <p>The screenshot shows the 'Search Jobs' page. The search field contains the word 'analyst' and is highlighted with a red box. Below the search field are buttons for 'Clear Search' and 'Save Search', with the 'Save Search' button also highlighted with a red box. Below the search field, there is a link for 'Apply Without a Job' and a notification that '82 jobs found.' are displayed.</p>

Step	Action
6.	<p>Enter a name for your job search in the <b>Search Name</b> field.</p>  <p>The screenshot shows a 'Save Search' dialog box with a 'Cancel' button on the left and a 'Save' button on the right. The title is 'Save Search'. There is 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'.</p>
7.	<p><b>NOTE:</b> <b>Email To</b> is prefilled with default email.</p> <ol style="list-style-type: none"> <li>Select the <b>Email me when new jobs meet my criteria</b> checkbox.</li> <li>Select <b>Save</b>.</li> </ol>  <p>The screenshot shows the 'Save Search' dialog box with the 'Save' button highlighted with a red box. The '*Search Name' field now contains the text 'JOBS'. The checkbox 'Email me when new jobs meet my criteria' is now checked. The '*Email To' field contains the email address 'Lisa.Darling@miamidade.gov'. A red rectangular box highlights the entire content area of the dialog box.</p>

Step	Action
8.	<p>Select <b>Home</b>.</p> 