

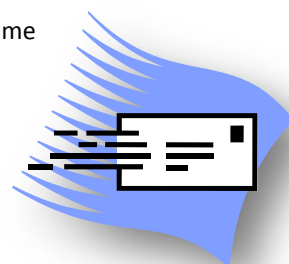
## UNIVERSITY CAREER CENTER SETTING UP EMAIL ALERTS IN KU CAREER CONNECTIONS

### WHAT IS KU CAREER CONNECTIONS?

KU Career Connections is an Internet-based program through which University of Kansas students and alumni can post their resumes and sign up for on-campus interviews. You will not be able to apply for interviews, jobs or internships until you have completed registration with our office and uploaded your resume. You can register for this service by going to KUCareerHawk.com and clicking on "Full-Time Jobs & Internships."

### HOW DO I SET UP PERSONALIZED EMAIL ALERTS FOR JOBS & INTERNSHIPS IN KU CAREER CONNECTIONS?

1. Log in to KU Career Connections by going to KUCareerHawk.com and clicking on the "Full-Time Jobs & Internships" button. Follow the directions to create an account if needed.
2. Click the "jobs" tab at the top of the page.
3. Click on the "advanced search" tab.
4. Check the "save as" box and title the search: example-Summer Internships.
5. Select the criteria for your search based on the type of opportunities you are seeking.
6. Hit submit to the results of the search.
7. Next, click on "search agents."
8. Click the "schedule" box next the search in which you would like to receive email updates on new jobs or internships meeting the set criteria.
9. Click "yes" beside "enabled."
10. Select your desired frequency for receiving email updates.
11. Click "submit."
12. You will receive an email based on your scheduling criteria with new internships/jobs based on your search criteria.
13. If desired you may repeat these instructions and set up multiple alerts.



### SAMPLE EMAIL ALERT

FW: Search Agent Results - Message (HTML)

Message Insert Options Format Text

Themes Colors Page Show Show Aa Plain Aa Rich Use Voting Request a Delivery Receipt Request a Read Receipt Save Sent Delay Direct More Options

Themes Effects Color Bcc From Fields Format HTML Voting Buttons Tracking Item Delivery Replies To

To...  
 Cc...  
 Subject: FW: Search Agent Results

Here are the results of your scheduled search agent 'testagent': Please let us know if you have any questions.

Job Title:	INTERNS (WDAF 106.5 The WOLF, 98.1 KUDL, GenX Radio 99.7 KGEX)
ID:	29461
Employer:	Entercom
Location:	Kansas City, Kansas
Position Type:	Internships
Posted:	Aug 16, 2010
Deadline:	Oct 30, 2010
Job Title:	Marketing Position (part-time/internship)
ID:	29091
Employer:	Lawrence, City of
Location:	Lawrence, Kansas
Position Type:	Internships, Part Time
Posted:	Aug 19, 2010
Deadline:	Sep 19, 2010