



Create a Virtual Recruiter

With Virtual Recruiter you can save a job search and run it periodically to find new job postings that fit your search criteria. You can have the results sent to your message box in CTHires or to your email address.

You must be registered with CTHires to create Virtual Recruiters.

1. If you are already registered go to CTHires.com and **log in**.
2. If you are not registered go to CTHires.com, click on **Sign In** and click on **Create a User Account** under Option 3 and follow the instructions to create an Individual account.

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1. In the **Job Seekers section** of your dashboard click on **Virtual Recruiter**.
2. On the **Virtual Recruiter tab** click on **Create new Job Alert**.
3. Chose a **job search method**, such as "Quick Job Search."
4. Enter your **Search Criteria** and click on the **Search** button.
5. You will then see a summary page with your search results. Click on **Save Search**.
 - a. If you would like to **change or narrow** your search criteria you can adjust the search by clicking **Narrow Results** *before* you save the search.
6. Complete all **required fields** in the Virtual Recruiter Information section.
 - a. Title of Virtual Recruiter Alert
 - b. How often to run
 - c. Notification Method
 - d. Expires on
7. Click the **Save** button.
8. You may create multiple Virtual Recruiters for different search results.