

## How to set up a Quick Search on the Job Search Menu

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**How to set up a Quick Search on the Job Search Menu (Admin only)** This feature allows an Admin to add a Job Search agent (Quick Search) for a subset of students based on criteria. The link to these jobs will appear in the student Job Search menu. It will only appear to those students who match the criteria. Searches can be set up for a Position Type (Full-Time, Part-Time, Internship), Class Year or Program. If you do not see the Student Quick Search tab, contact [support@gradleaders.com](mailto:support@gradleaders.com) to set it up. (See attachment for full instructions.)

Posted by: Eddie Thomas - May 22, 2018 at 5:11 PM. This article has been viewed 2514 times.

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