Instructions for Setting up Job Triggers in the Organization Database

Please login to CareerBeam and click on the “Organization Database” on the upper resource menu. Once the database opens:

Select the “Job Trigger Setup” tab
Select “My Territory” on the left-hand menu
Select “Add a territory”
Name the new territory by the location and/or industry that you are going to target in that profile. Check the box if you want this to be your “default” territory. Click “Next”.

Deselect the “I target all locations” box. Enter in the city and state that you want to target or the Zip Code (if you have a zip code in mind it is helpful to use it and then add the number of miles you are willing to commute so that you pull companies that may be located just outside the city). Select “Next”.

Deselect the “I target all industries” box and pick out the specific industry(s) that you want to target (you may wish to use sic codes). Click “Next”, and Select company size to target (by revenue or employee numbers) or click “Next to target all.
Click “Done” to save the Profile.
The screen will then say that you have successfully added a territory.

Skip “Company Tracker”

Select the “Job Trigger Profiles” on the left-hand menu.
Select “Add a New Job Trigger Profile”.
Name the new Job Trigger(s) you select (i.e. finance job postings or management changes in human resources) and hit “Next”.
Deselect the “No Restrictions on Territories & Companies” box and select “Your Territories” then from the drop down select the territory you set up in the system previously.
Select “Next”

Deselect “I target All Job Trigger types”.
Click “Expand all”.
Scroll through the job trigger types and select information you want sent to you (i.e. if you only want job postings, then you’d only select “Job Postings”; if you only want accounting/finance positions then you would only select “accounting/finance” as a subset of job postings, not Job Postings itself).
Select “Next”.
Enter a keyword or scroll to the bottom and select “Next”.
The screen will then say “Your job trigger profile is successfully added”.
Scroll to the bottom and select “Done”.

Next, select the “My Job Triggers” tab on the upper left-hand corner.
Select the appropriate Job Trigger Profile from the drop down list.
Click “Search”.
You will see the results of the Job Trigger Profile.