



PNC Job Alerts

(Search Agent Manager & Send to Friend)

This Job Aid will help you:

- **Set up a Search Agent for postings you might be interested in (which includes automatic emails when postings become available)**
- **Send job posting(s) to other PNC employees**

Employee Owned

Manager Guided

PNC Enabled

YOU
@PNC

PNC Job Alerts

(Search Agent Manager and Send to Friend)

PNC is enabling YOU with technology that makes it easier to know when jobs you are interested in become available. While you may or may not be looking for your next career opportunity at this time, by setting up a search agent now, opportunities that match the criteria YOU select will automatically be sent to your e-mail inbox.

The system will do the work for you based on criteria you select on a schedule you decide. If a particular job doesn't interest you but you think it might be a fit for a PNC colleague, you can even send that posting to them.

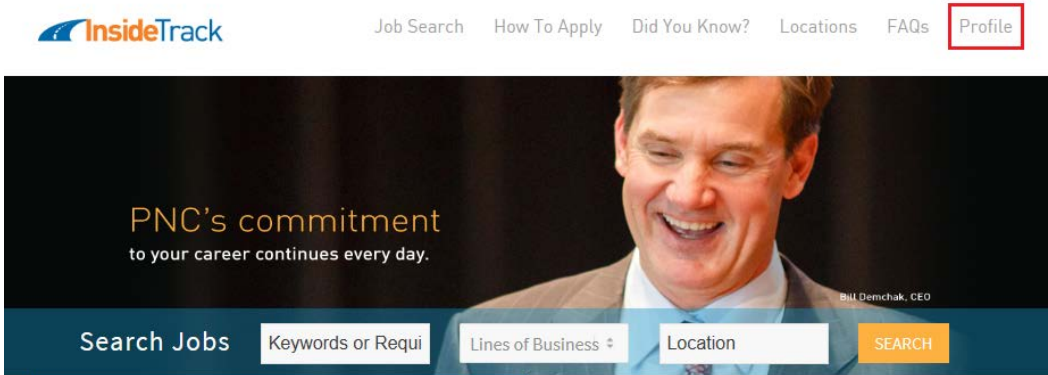
Click the links below to learn more about:

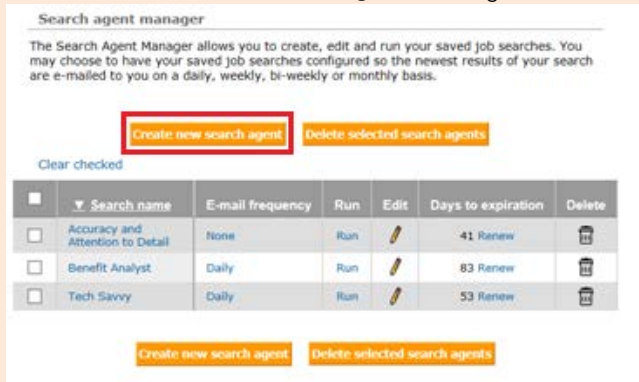
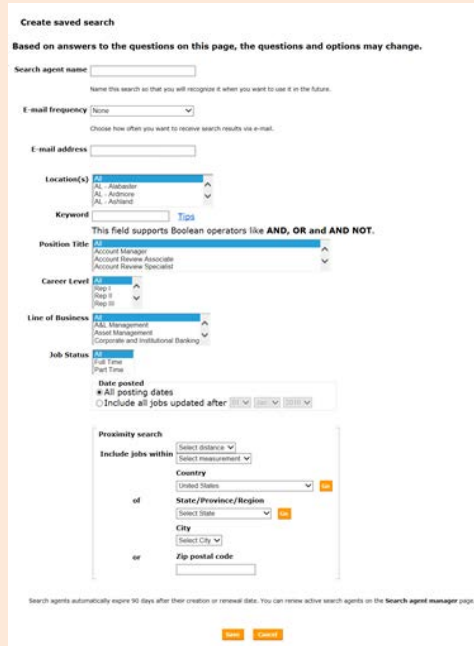
- [Setting Up a Search Agent](#)
 - o [Effective Use of Keyword Searching](#)
 - o [Modifying a Search Agent](#)
- [Sending a Job Posting to an Internal PNC Employee](#)

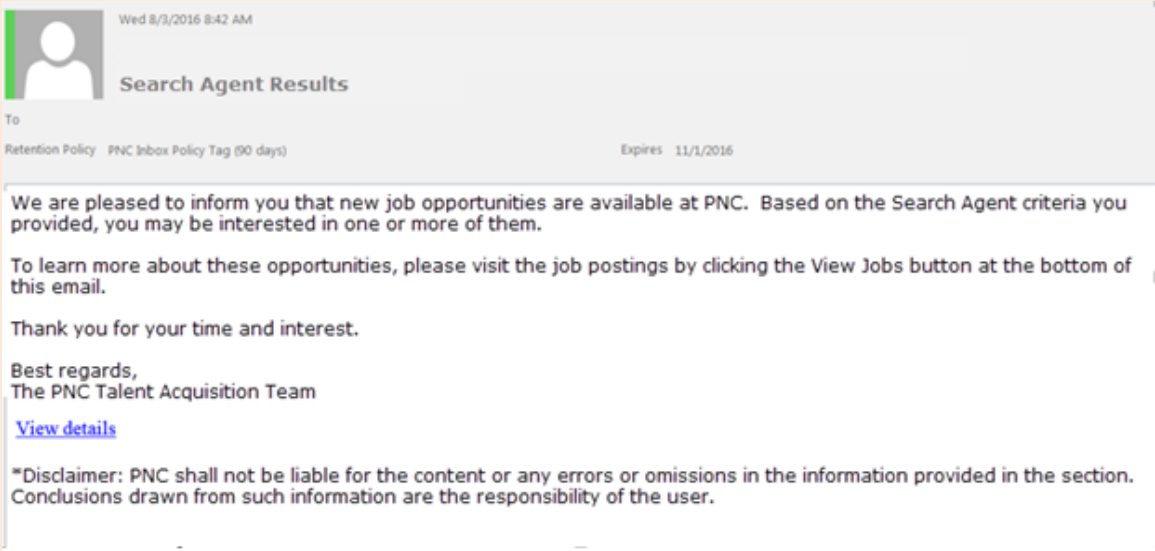


Setting up a Search Agent

Use these steps to activate a Search Agent for specific positions you might be interested in. You can target specific job titles, career levels, a geographic location, and also keywords of competencies that are linked to a job.

Step	Action
1	From Pathfinder: • Scroll down to Career Development, and click the title to expand the menu. • Click Inside Track. 
2	You are now accessing Inside Track. Click Profile in the upper right corner.  Note: If your browser window is minimized, a menu button will appear instead, with a drop-down menu to choose from.

Step	Action
3	Sign in using the e-mail address and password you used when applying to your first position at PNC. If you cannot remember your e-mail address and/or password please attempt to use the Forgot your password? or Forgot your username? links on the screen to retrieve them. If you have further issues, contact the HR Service Center at 877-968-7762. Choose option 4. Representatives are available from 9 a.m. to 5 p.m. ET Monday through Friday. You may also send an email to pncpathfinder@pnc.com.
4	After signing in, select Search Agent Manager: Search agent manager Sign up for email alerts and receive email updates on job postings.
5	From the Search Agent Manager page, you can view, edit, renew and delete saved searches. If you have never created a Search Agent, this screen will say “no saved Search Agents.” Click Create new Search Agent to begin:  The Create saved search window will appear: 

Step	Action
6	From here, you can choose various options in order to create a Search Agent. - First, give this query / Search Agent a name (example: Benefit Analyst Jobs). - Choose the frequency you would like to receive emails about this query / Search Agent. Options include: None, Daily, Weekly, Bi-Weekly, or Monthly <u>Note</u>: If you choose “None”, you won’t get automatic e-mails, so don’t select this if you prefer e-mails. If you don’t want e-mails, select this option and the query will save so you can manually run results any time you like. - Enter the personal or PNC e-mail address you would like the Search Agent to be sent to. - Choose any pertinent information you wish the Search Agent to filter by: location, keyword, position title, career level, line of business, job status, date posted. There is also a proximity (geographic location) option. Click here to learn more about effective keyword searching - Click Save.
7	Once a Search Agent is set up, you are able to view positions, discuss them with your manager, and apply. If you choose to receive Search Agent e-mails, messages like this should appear in your inbox, at the frequency you chose: 

Effective Use of Keyword Searching

Keyword searching is a powerful way for you to find more meaningful matches when creating a Search Agent.

The most effective way to search is by using competencies linked to Job Profiles you are interested in. You can use a word such as budgeting. You can also enter in multiple keywords or a phrase such as event management AND budgeting.

Click the **Tips link** on the **Create Saved Search** window to learn about other search functionality (e.g. Boolean searches) that will assist you in finding the most meaningful matches.

Modifying a Search Agent

You can change a Search Agent via the **Search Agent Manager** page:

A Search Agent will automatically expire 90 days after creation or renewal date. You will receive a notice to renew the Search Agent 10 days before it is set to expire. Click **Renew** to reinstate it.

To see current results of a Search Agent, click **Run** next to the name. Results are returned to you in the Search results screen.

To edit the criteria for any Search Agent, click the **pencil icon** next to the Search Agent's name. You will be prompted to change any or all of the Search Agent's information. Click **Save** to store your changes.

If you want to stop receiving Search Agent e-mail messages, change the **e-mail frequency to None**, or click the **trash can icon** next to the Search Agent's name. To delete more than one Search Agent, select the checkbox next to each one and then the **Delete selected Search Agents** button. Deleting a Search Agent permanently removes it from the system; it cannot be retrieved. However, you can easily search again with the same criteria and save that search as a new Search Agent.

Search agent manager

The Search Agent Manager allows you to create, edit and run your saved job searches. You may choose to have your saved job searches configured so the newest results of your search are e-mailed to you on a daily, weekly, bi-weekly or monthly basis.

Create new search agent Delete selected search agents

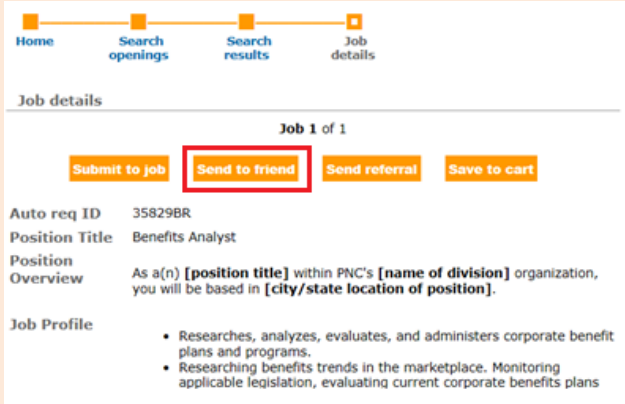
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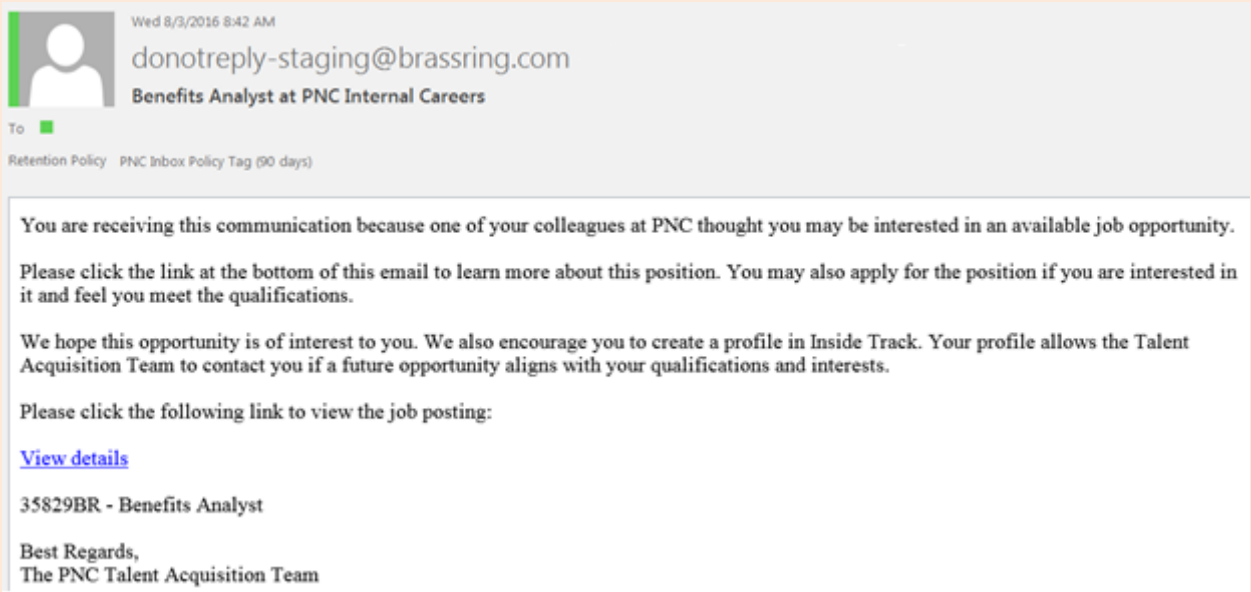
☐	Search name	E-mail frequency	Run	Edit	Days to expiration	Delete
☐	Accuracy and Attention to Detail	None	Run		41 Renew	
☐	Benefit Analyst	Daily	Run		83 Renew	
☐	Tech Savvy	Daily	Run		53 Renew	

Create new search agent Delete selected search agents

Sending a Job Posting to a PNC Employee

You also have the ability to send a posting to other PNC friends and colleagues that might be interested in this position.

Step	Action
1	From any posting, click the Send to Friend button:  Important Note: The “Send to Friend” function should be used to send postings to PNC employees only at an internal PNC email address. While it is possible to send a notification externally, if the posting is not also a publicly posted opening the external person will get an error when trying to view it.
2	Complete information in the E-mail job pop-up window and click Send e-mail: 

Step	Action
3	Your friend or colleague will receive the following e-mail with a link to the internal posting:  The email preview shows a header with a placeholder profile picture, the email address donotreply-staging@brassring.com, and the title Benefits Analyst at PNC Internal Careers. The body text explains that the communication is for a job opportunity, provides instructions to click a link at the bottom, and includes a blue hyperlink labeled 'View details'. The job title '35829BR - Benefits Analyst' and a sign-off from 'The PNC Talent Acquisition Team' are also visible.

Questions? Contact the HR Service Center at 877-968-7762. Choose option 4. Representatives are available from 9 a.m. to 5 p.m. ET Monday through Friday. You may also send an email to pncpathfinder@pnc.com.