

CareerBeam: Event Triggers

Change brings opportunity

Purpose:

The CareerBeam Organization Database “Event Triggers” tool can search the internet for events, news, changes and opportunities in a variety of industries and companies. You can set up your Event Triggers to notify you of job postings, industry news, or other events that could result in career opportunities.

Setting up Event Triggers:

At the top of your CareerBeam homepage, click the ‘**Organization**’ database. Event Trigger setup is a two-part process.

Part 1: Define a Territory

1. Select the ‘**Settings**’ tab
2. Select ‘**My Territory**’ on the left-hand menu
3. Click ‘**Add a Territory**’
4. **Name the new territory** by the location and/or industry that you are going to target
5. Check the box if you want this to be your “default” territory (optional) *Click ‘Next’*
6. **Deselect** ‘I target all locations’.
7. Define your territory geographically by using one of the available options: city, state, zip code list or a radius around a single zip code. *Click ‘Next’*
8. **Deselect** ‘Select all industries’
9. Select the specific industries you want to target *Click ‘Next’*
10. **Deselect** ‘I target all Company Revenue Ranges’ and ‘I target all employee ranges’
11. Select the specific revenue and employee ranges you want to target *Click ‘Next’*
12. Review the My Territory- Summary and make changes if necessary *Click ‘Done’*

Part 2: Define Events

1. Select ‘**Trigger Event Profiles**’ on the left-hand menu
2. Select ‘**Add Trigger Event Profile**’
3. Name the new Trigger Event Profile. *Click ‘Next’*
4. Select the “Your Territories” check box *Click ‘Next’*
5. **Deselect** ‘I Target All Trigger Event Types’
6. Click ‘**Expand All**’
7. Scroll through the job trigger types and select information you want sent to you *.Click ‘Next’*
8. Add keywords in the Keyword Wizard (optional). *Click ‘Next’*
9. Review the Trigger Event Profiles-Summary and make changes if necessary *Click ‘Done’*
10. Select the ‘**My Trigger Events**’ tab on the upper left-hand corner
11. Select the appropriate trigger event profile from the drop down list to see the results

Setting up Email Alerts for your Event Triggers (optional):

1. Select the ‘**Settings**’ tab
2. Select ‘**Email Alerts**’ on the left-hand menu
3. Click ‘**Add an Email Alert**’
4. Select up to 5 of your Event Trigger Profiles to include in your email alert
5. Select the day(s) you would like to receive your emails and the frequency of the emails *Click ‘Save’*