

When you are searching for Federal jobs on USAJOBS, let the system do the searching for you using Saved Searches.

USAJOBS allows you to enter several job search parameters under their **Saved Searches** feature. If a job is announced that matches your search criteria you will receive notification through email or USAJOBS. This can be a valuable tool in successful job searching and keeping up-to-date on when jobs are announced that you might be interested in.

Setting up Saved Searches using USAJOBS

You may create up to 10 searches with different search criteria to help you find the right opportunity. Searches can be set up for different locations, different positions or different agencies.

1. Go to the USAJOBS website, <http://www.usajobs.gov> and sign in to your account by clicking the **SIGN IN** link in the upper right hand corner on the homepage.

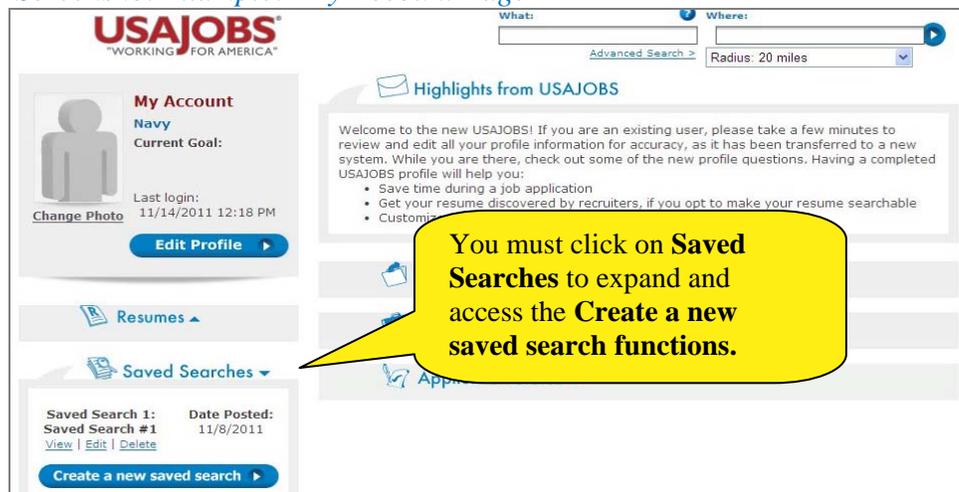
Screenshot Example: USAJOBS Homepage



PLEASE NOTE: You must have an USAJOBS account to create a **Saved Search**.

2. From your Account page, create a new **Saved Search** by clicking on **Saved Searches** and then clicking the **Create a new saved search** button.

Screenshot Example: My Account Page



- From the **Create a New Saved Search** page, enter in all of your desired job search criteria; location, title, pay grade or salary and agency.

PLEASE NOTE: To locate vacancies in Department of the Navy make certain you select **Department of Defense – Department of the Navy** under the Agency field.

Screenshot Example: Create a New Saved Search

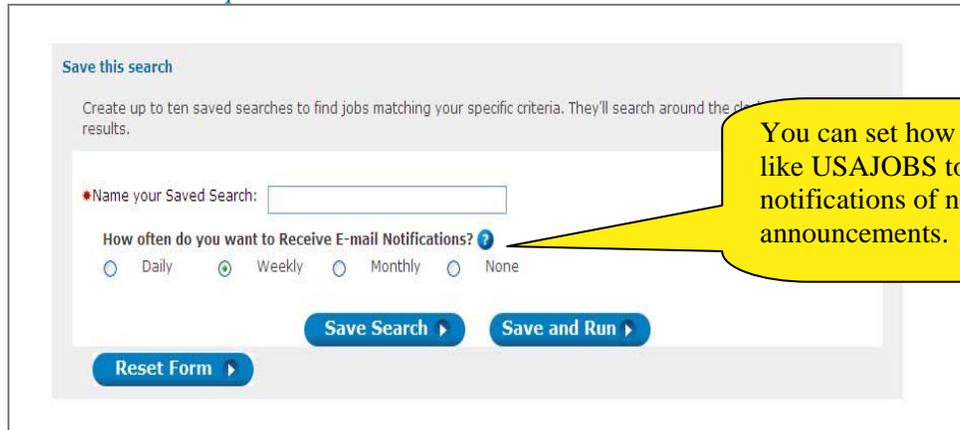
It is recommended that you fill out some of the fields with search criteria to reduce your results to a manageable number.

If you need help as you enter your criteria, please review the **Advanced Search** tutorial for more details.

4. After you've entered in your search criteria, you will need to name your **Saved Search**. Give it a name that identifies what's unique about the search, such as IT Seattle Washington, then click the **Save Search** button to save your search. You can also click the **Save and Run** button to save your search and view open job opportunity announcements that match your criteria.

PLEASE NOTE: Naming your **Saved Search** is a required action when creating a new **Saved Search**.

Screenshot Example: Save this search



The screenshot shows a form titled "Save this search" with the following elements:

- Text: "Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock for new results."
- Text: "Name your Saved Search:" followed by an empty text input field.
- Text: "How often do you want to Receive E-mail Notifications?" followed by a help icon.
- Radio buttons for "Daily", "Weekly" (selected), "Monthly", and "None".
- Buttons: "Reset Form", "Save Search", and "Save and Run".

A yellow callout box points to the "Weekly" radio button with the text: "You can set how often you would like USAJOBS to send you email notifications of new job opportunity announcements."

Viewing Saved Searches

To view results from your saved searches, click the **Save Search** button off your USAJOBS Account Page. See all current open job opportunity announcements that meet your search criteria by clicking the **View** link.

Other Functions Under Saved Searches

The **Saved Search** function also allows you to:

- Edit your saved search by clicking **Edit**; or
- Permanently remove your saved search from your account by clicking **Delete**