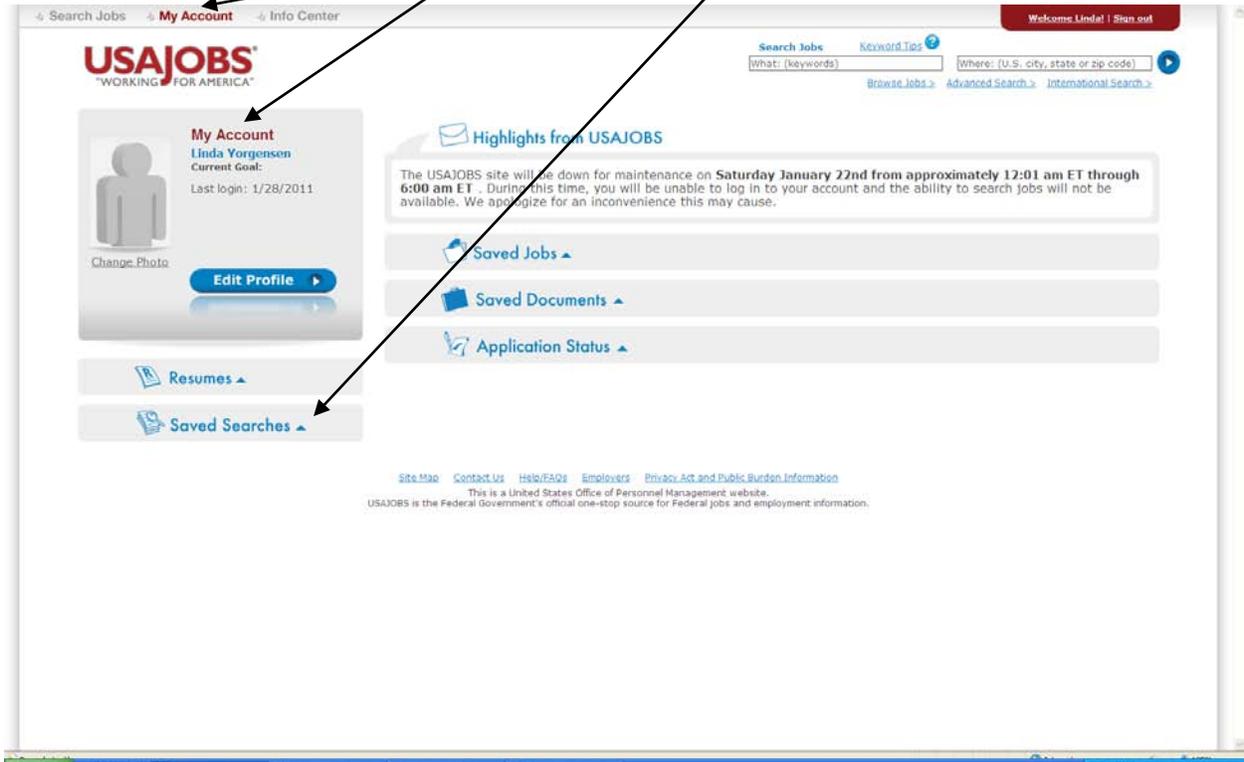


## HOW TO CREATE A SEARCH AGENT IN YOUR USAJOBS ACCOUNT

Why spend hours searching for your ideal job. Make the USAJOBS website do all the work for you by creating a Search Agent!

**STEP 1:** Log into your USAJOBS “My Account” and select “Saved Searches.”



STEP 2: Select the “Create a new saved search” button.

The screenshot shows the USAJOBS user interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right, with a 'Keyword Tips' link and a search button. Below the search bar, there are links for Browse Jobs, Advanced Search, and International Search. The main content area is divided into several sections. On the left, there is a 'My Account' section for Linda Yorgenson, with an 'Edit Profile' button. Below this are sections for Resumes and Saved Searches. The 'Saved Searches' section lists four saved searches: 'WA LOCATION', 'OR LOCATION', 'RICHLAND ONLY', and 'WALLA WALLA ONLY'. At the bottom of this section is a blue button labeled 'Create a new saved search'. A black arrow points from the top of the page down to this button. To the right of the 'Saved Searches' section, there is a 'Highlights from USAJOBS' section with a maintenance notice, and three menu items: 'Saved Jobs', 'Saved Documents', and 'Application Status'.

Search Jobs My Account Info Center

Welcome Linda! | Sign out

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

**My Account**  
Linda Yorgenson  
Current Goal:  
Last login: 1/28/2011

[Change Photo](#)

[Edit Profile](#)

**Highlights from USAJOBS**

The USAJOBS site will be down for maintenance on **Saturday January 22nd** from approximately **12:01 am ET through 6:00 am ET**. During this time, you will be unable to log in to your account and the ability to search jobs will not be available. We apologize for an inconvenience this may cause.

[Saved Jobs](#)

[Saved Documents](#)

[Application Status](#)

**Resumes**

**Saved Searches**

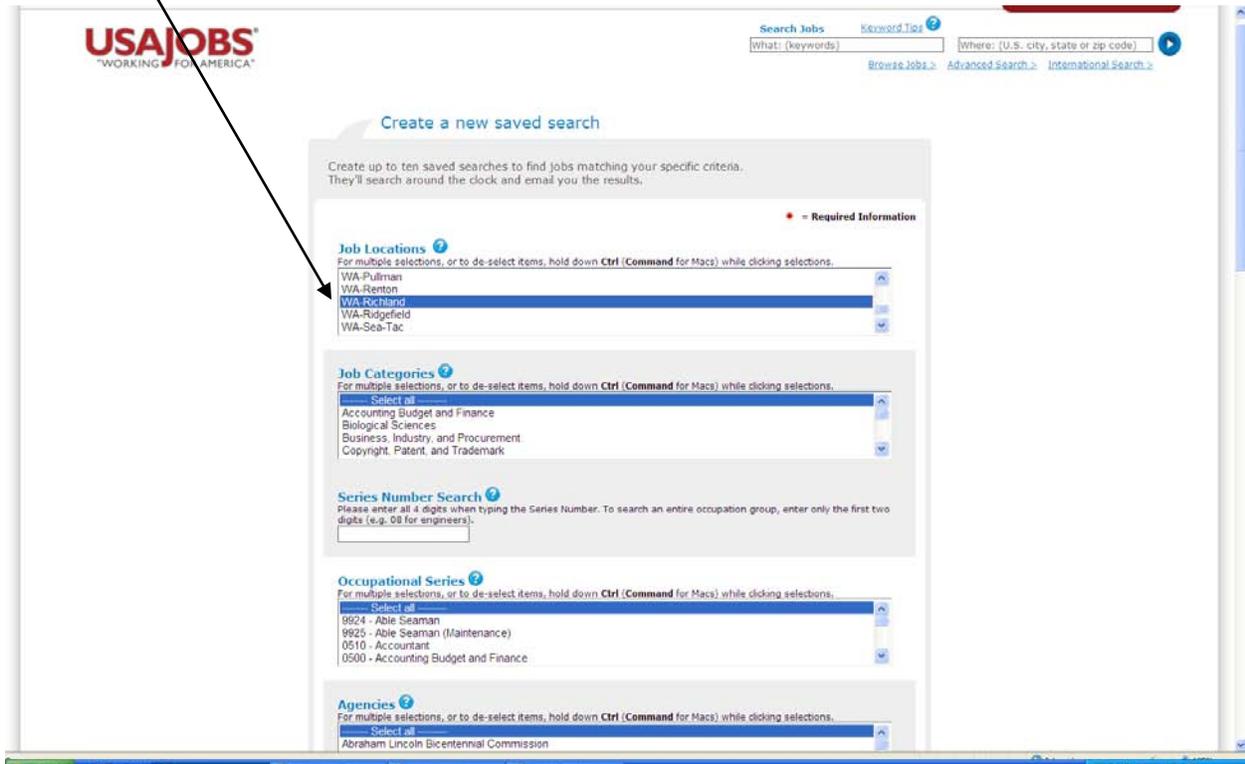
Saved Search 1: WA LOCATION <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 9/14/2005
Saved Search 2: OR LOCATION <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 9/19/2006
Saved Search 3: RICHLAND ONLY <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 3/29/2006
Saved Search 4: WALLA WALLA ONLY <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 3/25/2008

[Create a new saved search](#)

You have created 4 of 10 possible saved searches.

[View All Saved Searches](#)

**STEP 3:** Select all jobs in the Richland, WA area. NOTE: that you can create up to 10 saved searches and they'll search around the clock and e-mail you the results!



**STEP 4:** Select or exclude additional criteria to be applied to the search.

**Agencies**   
For multiple selections, or to de-select items, hold down **Ctrl** (**Command** for Macs) while clicking selections.

- Abraham Lincoln Bicentennial Commission
- Administrative Conference of the United States
- Advisory Council on Historic Preservation
- African Development Foundation

**Salary Range**  from  to  **OR** **Pay Grade (GS)**  from  to

**Senior Executive**  
 Restrict results to only Senior Executive Service ? postings that match this search criteria

**Student Jobs**  
 Restrict results to only Student Jobs postings that match this search criteria

**Nationwide Jobs**  
 Exclude

**Worldwide Jobs**  
 Exclude

**Jobs Open Longer than 30 Days**  
 Exclude

**Work Schedule**

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Shift Work	<input type="checkbox"/> Job Sharing	<input type="checkbox"/> Multiple Schedule Options

**Tenure**

<input type="radio"/> Permanent	<input type="radio"/> Temporary	<input type="radio"/> None
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**Student Jobs - Appointment Term**

<input type="checkbox"/> Summer	<input type="checkbox"/> Student Career Experience	<input type="checkbox"/> Federal Career Intern
<input type="checkbox"/> Student Temp	<input type="checkbox"/> Other Student	

**Jobs in Demand**  
 Jobs in Demand

**STEP 5:** Be sure and check the “YES” button below if you are a Federal employee, and how often do you want to receive email notification? Be sure to title your new search.

**Applicant Eligibility** ⓘ  
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment? :

- In the competitive service \* in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service \* position covered by an interchange agreement \*, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference \* or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

No  Yes

**How Often Do You Want to Receive Email Notifications?**  
 Daily  Weekly  Bi-Weekly  Monthly  None

**Title Search**  
Use keywords that are in the title of job of interest.

**Search Keywords**  
Use keywords to describe your specific skills or areas of interest.

**Search Locations**  
City, State, Zip, etc.  Select Radius

**Saved Search Title** \*

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

STEP 6: You may build up to 10 searches and below is the search that we just created.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The USAJOBS logo is on the left, and a search bar is on the right. Below the search bar, there is a 'Saved Searches' section. This section contains a list of five saved searches, each with a title, a 'Date Posted', and links for 'View', 'Edit', and 'Delete'. A blue button labeled 'Create a new saved search' is located below the list. Below this button, it says 'You have created 5 of 10 possible saved searches.' At the bottom of the page, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', 'Privacy Act and Public Burden Information', and a footer note that USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Search Jobs My Account Info Center

Welcome, Linda! | Sign out

Search Jobs Keyword Tips

What: (keywords) Where: (U.S. city, state or zip code)

Browse Jobs > Advanced Search > International Search >

### Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You may employ up to ten Saved Searches.

<b>Saved Search 1: WA LOCATION</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 9/14/2005
<b>Saved Search 2: OR LOCATION</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 9/19/2006
<b>Saved Search 3: RICHLAND ONLY</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 11/29/2006
<b>Saved Search 4: WANA WALLA ONLY</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 3/25/2008
<b>Saved Search 5: Richland, WA JOBS ONLY</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	Date Posted: 1/28/2011

[Create a new saved search](#)

You have created 5 of 10 possible saved searches.

#### Tips on Managing Your Saved Searches

**View:** This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and match your other criteria.

**Edit:** Make changes to your saved search any time.

**Delete:** Permanently removes your saved search.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.