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