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USA Staffing

Automatic Notification of Job Openings



Saved Searches in USA Jobs

- You can elect to receive automatic notifications of job openings through the USA Jobs “Saved Search” feature.
- These notifications will be sent to the email address linked to your USA Jobs account.

Saved Searches

- Up to 10 saved searches.
- Email updates on new job postings meeting saved criteria.
- Narrow criteria by:
 - Location
 - Agency
 - Job Series
 - Title
 - Key Words

USA Jobs - My Account

- Once logged into USA Jobs account, click on the Saved Jobs link.

The screenshot displays the USAJOBS 'My Account' interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The user is logged in as 'Lesley Slaughter' with a 'Current Goal' and a 'Last login' time. The 'My Account' section includes a profile picture placeholder, a 'Change Photo' link, and an 'Edit Profile' button. Below this are links for 'Resumes' and 'Saved Searches'. The 'Saved Searches' section shows a search for 'HR in DFW' posted on 2/16/2011, with options to 'View', 'Edit', or 'Delete', and a 'Create a new saved search' button. The 'Highlights from USAJOBS' section contains a message about government postings jobs. The 'Saved Jobs' section, indicated by a red arrow, shows that the user currently has no active saved jobs. The 'Saved Documents' section provides information about document uploads and includes an 'Upload a New Document' form with a dropdown for document type, a file selection button, a name input field, and an 'Upload' button. The 'Application Status' link is at the bottom.

Saved Searches

- You can create up to 10 unique searches.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome Lesley! | Sign out". The USAJOBS logo is prominently displayed on the left. To the right, there is a search bar with "What: (keywords)" and "Where: (U.S. city, state or zip code)" fields, along with a "Keyword Tips" link and a search button. Below the search bar are links for "Browse Jobs >", "Advanced Search >", and "International Search >".

The main content area is titled "Saved Searches" with a folder icon. It contains the following text: "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." Below this text is a blue button that says "Create a new saved search" with a right-pointing arrow. A large light blue arrow points from the right towards this button. Below the button, it says "You have created 0 of 10 possible saved searches." At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

Search Criteria

- You can filter the search by:
 - Location
 - Job Category
 - Series
- You can also enter the beginning of a series to search an occupation group.
 - 08 for all engineer series.

Create a new saved search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

* = Required Information

Job Locations ?

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

----- Select all -----

- US
- AK
- AK-Aleutian Islands
- AK-Anchorage

Job Categories ?

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

----- Select all -----

- Accounting Budget and Finance
- Biological Sciences
- Business, Industry, and Procurement
- Copyright, Patent, and Trademark

Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

Occupational Series ?

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

----- Select all -----

- 9924 - Able Seaman
- 9925 - Able Seaman (Maintenance)
- 0510 - Accountant
- 0500 - Accounting Budget and Finance

Search Criteria cont.

- You can search every agency or select a few by holding down the control key while selecting the agency.
- You can narrow the search to:
 - Grade Range
 - Salary Range
- Select work schedule, tenure, and to include nationwide and worldwide jobs.

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

Select all -----

- 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
 Full-Time Part-Time Intermittent
 Shift Work Job Sharing Multiple Schedule Options

Tenure
 Permanent Temporary None

Search Criteria cont.

- Select you applicant eligibility
- Name your search
- Identify keywords
- Narrow location by zip code
- Select how often to receive notifications
 - Daily
 - Weekly
 - Bi-Weekly
 - Monthly
 - No notifications
- When finished narrowing the search criteria select “Save Search”

Jobs in Demand
 Jobs in Demand

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.

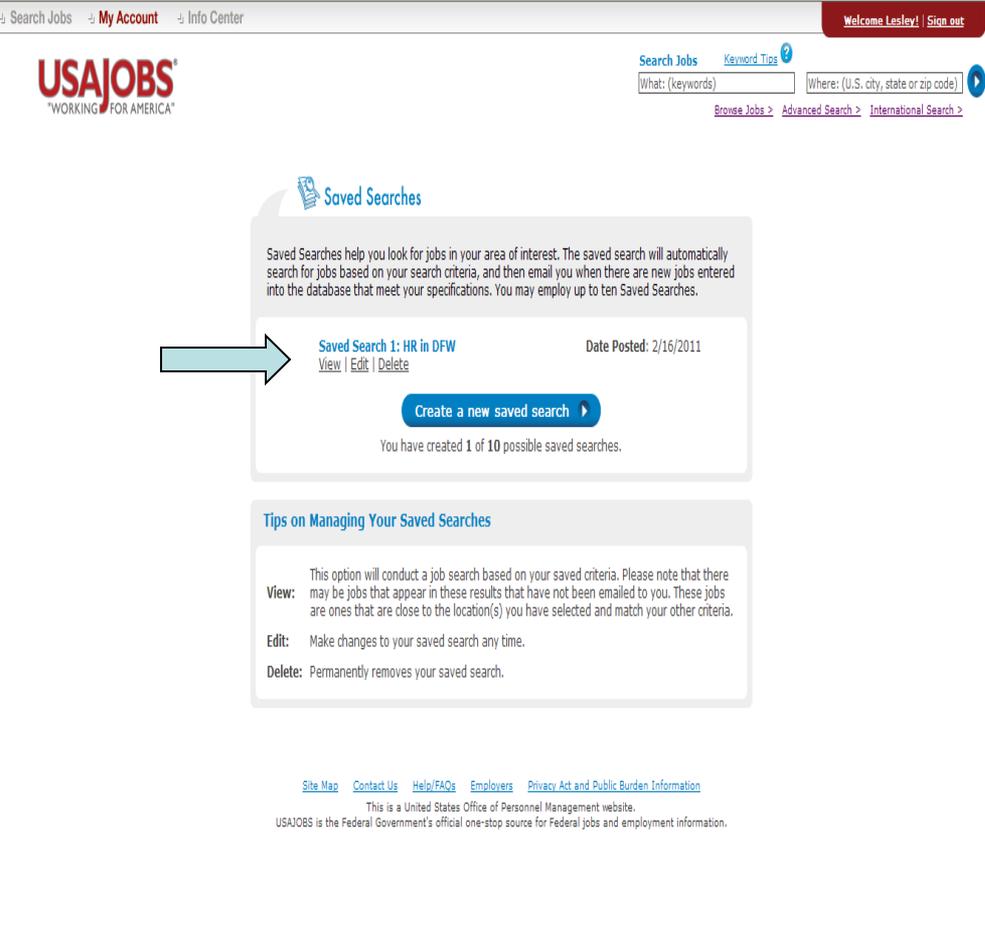
Search Keywords
Use keywords to describe your specific skills or areas of interest.

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

Saved Search Title *

Saved Search Menu

- Will list all current searches
- Shows when each search was last updated
- You may view the current search criteria
- Edit a saved search
- Delete a saved search



Search Jobs → My Account → Info Center

Welcome Lesley! | 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.

Saved Search 1: HR in DFW Date Posted: 2/16/2011
[View](#) | [Edit](#) | [Delete](#)

[Create a new saved search](#)

You have created 1 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](#)

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.