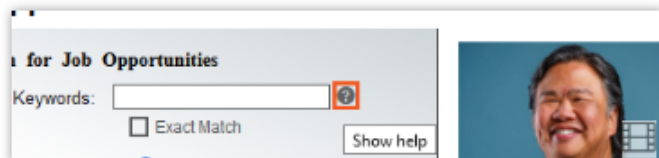
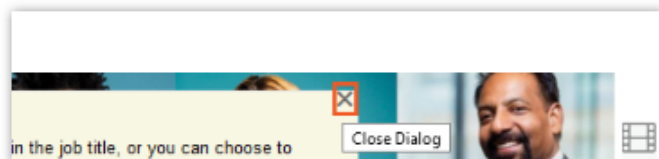


- 1 You can filter the Job Opportunities by using Keywords, Campus and/or any other search criteria on the left side of the page. However, It is recommended to first do a search without using keywords/search criteria to be presented with all available jobs. To obtain instructions on how to use keywords, simply press on the question mark beside it.

Click **the question mark next to the Keywords field to show help.**

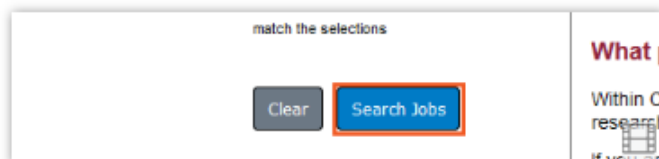


- 2 Click **Close.**



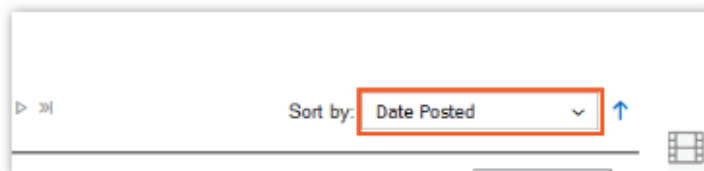
- 3 Once you've entered your search criteria, you are ready to search for jobs. However, you are not required to use search criteria/keywords, and may simply search for jobs by clicking on the Search Jobs button.

Click **Search Jobs.**



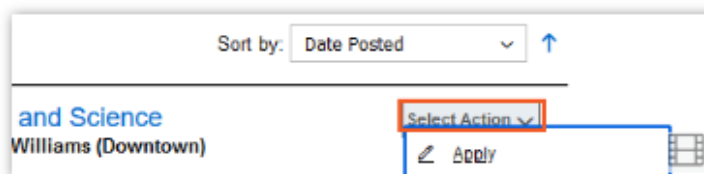
- 4 You can sort the job postings listed by a variety of fields to make finding relevant jobs easier by clicking on the Sort by combo box.

Click **Sort by.**



- 5 You can apply for jobs by clicking on the Select Action dropdown button to the right of the job title. The Select Action dropdown button allows you to Apply or Email the job posting to a friend.

Click **Select Action.**



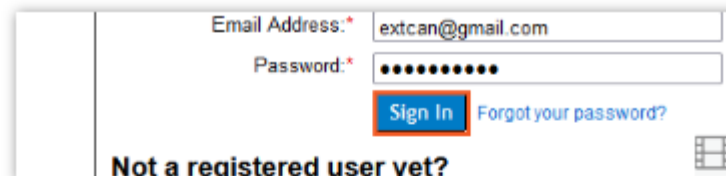
- 6 The Save this search button allows you to create a job alert and to save your search criteria.

Click **Save this search.**



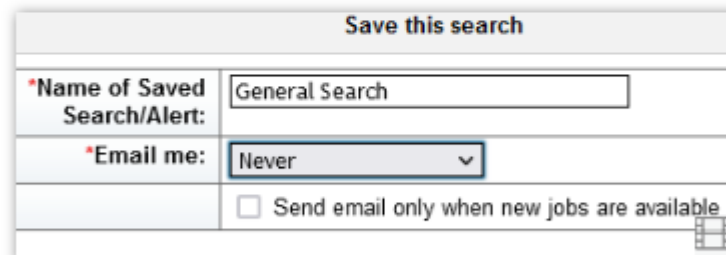
- 7 When saving your search and/or creating job alerts, you will be prompted to sign in to your account.

Click **Sign In.**



- 8 You can name your job alert and select the email notification frequency you wish to have in the Save this Search pop-up window.

Click **Save.**

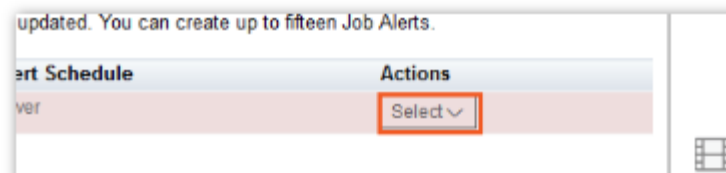


- 9 Once you've saved your search you can always view or edit them from the **Job Management** area, on the **Saved Searches / Alerts** page.

Click **Done.**

- 10 Saved job searches will appear in this section. They can be edited or deleted from here as well.

Click **Select.**



- 11 Click **Close Window.**