HOW TO: SET JOB SEARCH EMAIL ALERTS

USAJOBS makes it easy for you to get the job announcements that are important to you. Take these simple steps so that you never miss another opportunity.

STEP 1: Create a search in USAJobs. Include filters based on the type of job announcements you would like to see. Filters can include department, pay and location. In the examples below, we searched for "Archeologist" positions and filtered for positions within the "Department of Agriculture".

Conduct USAJOBS Search

USAJOBS		Sign In	🕑 Help	Q Search
C Keywords Archeologist	Q Location City, state, zip, or country		Search	
Viewing 1 – 10 of 28 jobs	Sort by Relevance 🗢	Sign in to use your pro	ofile.	
Save this search. We'll email you new jobs as they become available.		Department & Age	ncy	×
Archeologist		Department	Agency	
Interior, US Fish and Wildlife Service	Starting at \$50,589 (GS 9)			
Department of the Interior	Term • Full-Time			😯 Help
Hardeeville, South Carolina		Jump to		
Open 03/08/2019 to 03/21/2019		A B C D E F O P Q R S T	GHIJKI UVWXY	. M N Z
ARCHEOLOGIST				-
Interior, Bureau of Indian Affairs	Starting at \$56,146 (GS 9-11)	Show options with 0 jobs		
Department of the Interior	Permanent • Full-Time			

Filter USAJOBS Search

Viewing 1 - 2 of 2 jobs	Sort by Relevance 💠	Department & Agency
Save this search. We'll email you new jobs as they become available.		Department Agency
Archeologist		€ Help
Forest Service	Starting at \$41,365 (GS 7)	A B C D E F G H I J K L M N
Multiple Locations		O P Q R S T U V W X Y Z
Open 03/06/2019 to 03/19/2019		Show options with 0 jobs
Archeologist		A
Forest Service Department of Agriculture	Starting at \$41,365 (GS 7) Recent Graduates • Full-Time	Department of Agriculture (2)
Multiple Locations		Department of the Army (6)
𝕎 Open 03/11/2019 to 03/15/2019		
		D
		Department of Defense (9)

STEP 2: Select "Save this search." Add your name and select alert frequency. Press save. That's it!

You'll get automatic emails when a job that fits your needs is posted. To ensure that you receive the job announcements, check your profile email to confirm that it is correct. Also, add the domain **@usajobs.gov** to your safe senders list so that the alerts don't end up in your spam folder.

For more information, visit <u>https://www.usajobs.gov/Help/how-to/search/save/</u>. Happy Job Hunting!

Save USAJOBS search

Mencologist	city, state, zip, or country		Scaren	
Department of Agriculture X X Remove all filters		Sign in to use your profile.		
Viewing 1 - 2 of 2 jobs	Sort by Relevance 🗢	Top filters	More filters	
Save this search. We'll email you new jobs as they become available.		Hiring path	Help	
Save search	Select all			
When you save a search, we'll automatically send you email looking for.	Federal employees (3) finite (1) Federal employees (3) Federal to an agency (1)			
Sign in		Career transition (CTAP, ICTAP, RPL) (1)		
		Land & base management (1)		
Archeologist		Armed forces (1) Veterans (1)		
Forest Service	Starting at \$41,365 (GS 7)	Students & recent graduate	es (1)	
Department of Agriculture Multiple Locations	Permanent • Full-Time	🗌 ᅙ Recent graduates	(1)	

Select Frequency and Save

Save this search. We'll email you new jobs as they become available.		Internal to an agency (1)
Save search		Career transition (CTAP, ICTAP, RPL) (1)
Name Required	. A Notification freque icy	Land & base management (1)
Future Forest Service Employee	Daily 🔶	Armed forces (1)
	Cancel Save	Students & recent graduates (1)
	😭 Save Job	🗌 🔁 Recent graduates (1)
Archeologist		Additional paths (2)
Forest Service	Starting at \$41,365 (GS 7)	Peace Corps & AmeriCorps Vista (1)
Department of Agriculture	Permanent • Full-Time	
Multiple Locations	₴ ⊚ 🚯 ⊕ 🛞 🕖	Special authorities (1)
Open 03/06/2019 to 03/19/2019		Show options with 0 jobs
Archeologist	😭 Save Job	
Forest Service	Starting at \$41,365 (GS 7)	Pay @ Help
Department of Agriculture	Recent Graduates • Full-Time	
Multiple Locations		Salary
Open 03/11/2019 to 03/15/2019		\$0 \$500,000
		\$0 (min GS<1) - \$500,000 (max GS>15)