

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

The screenshot shows the USAJOBS search interface. The search bar is highlighted with a red box, containing the keyword "Archeologist" and the location field "City, state, zip, or country". The search results show two jobs:

- Archeologist**
Interior, US Fish and Wildlife Service
Department of the Interior
Hardeeville, South Carolina
Starting at \$50,589 (GS 9)
Term • Full-Time
Open 03/08/2019 to 03/21/2019
- ARCHEOLOGIST**
Interior, Bureau of Indian Affairs
Department of the Interior
Starting at \$56,146 (GS 9-11)
Permanent • Full-Time

The right sidebar shows the "Department & Agency" filter with a "Jump to" list of letters A through Z. The "Department of Agriculture" is selected in the next screenshot.

Filter USAJOBS Search

The screenshot shows the USAJOBS search interface with filters applied. The search results show two jobs:

- Archeologist**
Forest Service
Department of Agriculture
Multiple Locations
Starting at \$41,365 (GS 7)
Permanent • Full-Time
Open 03/06/2019 to 03/19/2019
- Archeologist**
Forest Service
Department of Agriculture
Multiple Locations
Starting at \$41,365 (GS 7)
Recent Graduates • Full-Time
Open 03/11/2019 to 03/15/2019

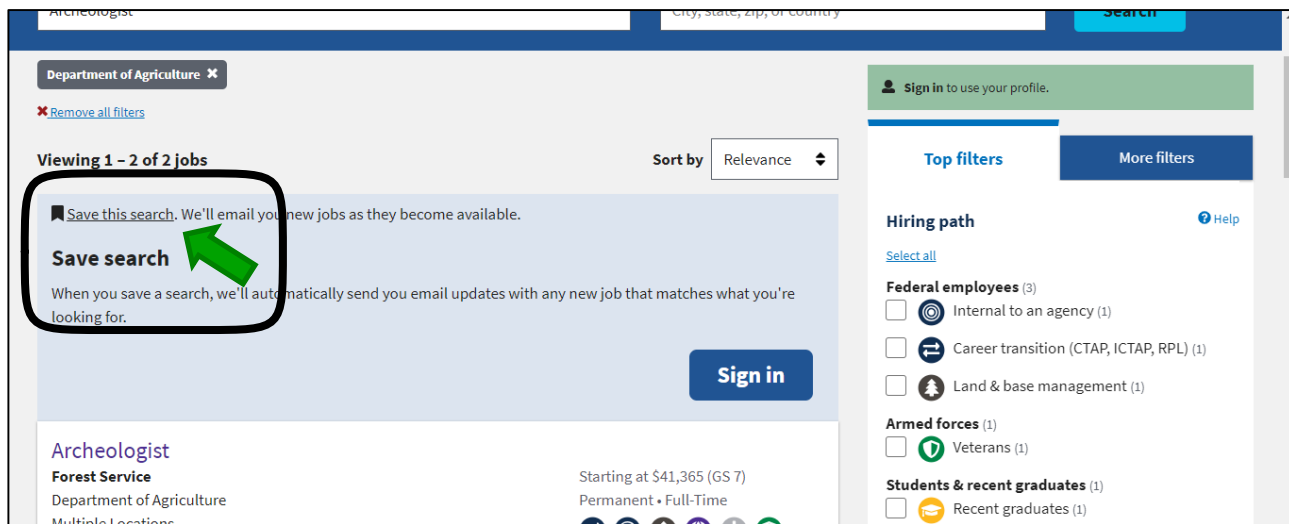
The right sidebar shows the "Department & Agency" filter with a "Jump to" list of letters A through Z. The "Department of Agriculture" is selected, and the "Department of the Air Force" is also selected, both highlighted with a red box.

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 <https://www.usajobs.gov/Help/how-to/search/save/>. Happy Job Hunting!

Save USAJOBS search



Select Frequency and Save

