

FEDERAL RESERVE BANK OF DALLAS

TIME TO STEP UP YOUR CAREER!

Would you like to receive job opportunity alerts from the Federal Reserve Bank of Dallas when we post new career opportunities to our site?

If you answered yes to that question, you can now sign up to receive career opportunity alerts when HR posts a new job within the Bank!

Follow these five simple steps, and start receiving email alerts:

1. Access our online recruiting tool
<http://www.dallasfed.org/microsites/careers/careers.cfm>
2. On the main search page you can search available jobs by selecting specific criteria or by selecting “all” and clicking “search”
3. Once your search results appear, you can save the search as an agent by clicking on “save as search agent” at the bottom of the screen, left-hand side
4. Next, you will be prompted to enter your username and password if you’re a “returning visitor”, however, if you’re a “new visitor” you will be prompted to create an account and establish a username and password
5. Next, you will be prompted to name your search and select the frequency (i.e. weekly, monthly, etc) that you would like to receive emails and confirm your email address
6. Once you save the search agent, you should begin receiving emails on the next business day!

Thank you for your interest in investing your professional talents at the Federal Reserve Bank of Dallas