

This tutorial will guide you how to create Saved Searches, automatically retrieve job opportunity announcements matching specified criteria and receive the results through email at specified times.

Please follow these simple steps to ensure that your Saved Searches are successfully created and maintained.



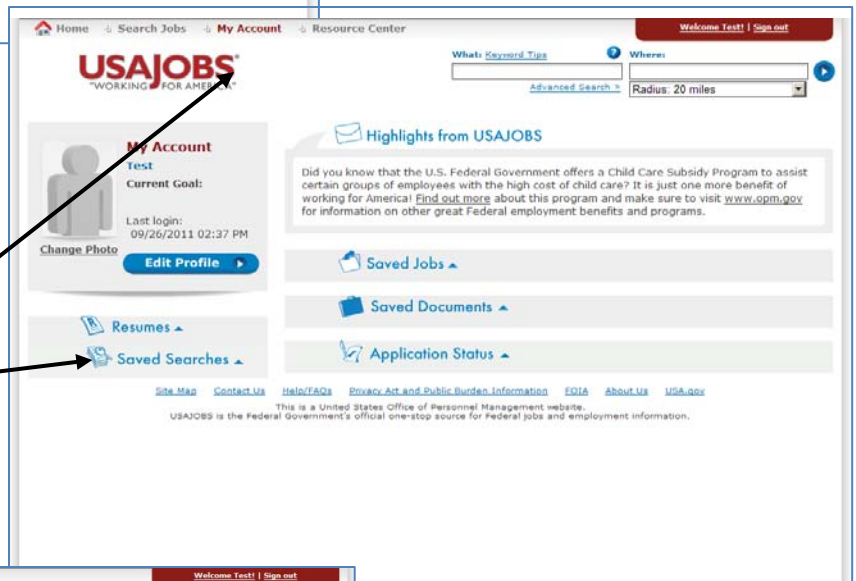
Sign In to your existing account by clicking on "SIGN IN" on the USAJOBS® homepage.

If you need to create an account, you can click the "CREATE AN ACCOUNT" link

**\*\*PLEASE NOTE:** You must have an USAJOBS account to create a Saved Search.

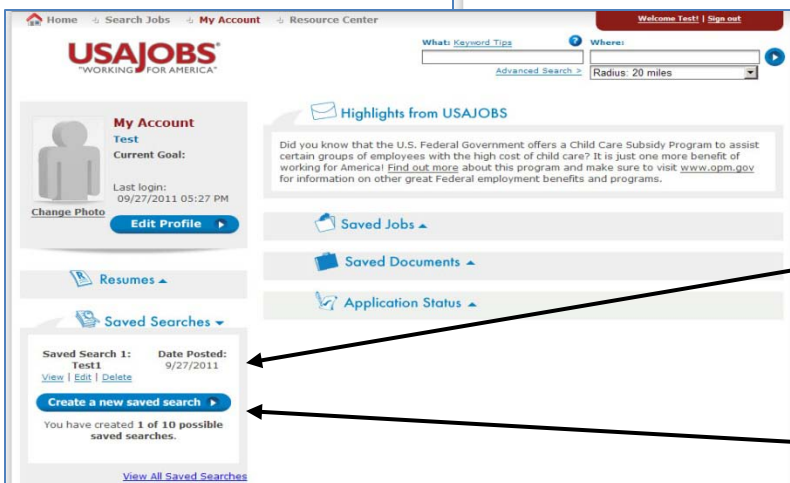
From your Account page, you are able to create new saved searches in two ways:

- Expand the My Account drop -down menu and click "Saved Searches"
- Expand the Saved Searches section and click the "Create a new saved search" button



If you expand the Saved Searches section, you are able to:

- View all saved searches you created previously in the same page or in the separate page by clicking the View All Saved Searches link
- Create a new saved search, by clicking the Create a new saved search button



From the Create A New Saved Search page, enter in all of your desired criteria. This page is identical to the Advanced Search Page.

If you need help as you enter your criteria, please go to "Advanced Search" tutorial for more details.

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### Create A New Saved Search

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Keyword Search**  
(e.g.: Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)

**Title Search**

**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).

**Location Search**

Show locations for this region: United States

Choose State: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, California

Then Locale(s)

Click buttons to add/remove

**Agency Search**

Choose Agency: Armed Forces Retirement Homes, Central Intelligence Agency, Courts Svcs & Offender Supervision Ag. Dc, Department Of Agriculture, Department Of Commerce, Department Of Defense, Department Of Education

Then sub agency

Click buttons to add/remove

**Occupational Series**

- Able Seaman (9924)
- Able Seaman-Maintenance (9925)
- Accounting (0510)
- Accounting Technician (0525)
- Actuarial Science (1510)
- Administration And Office Support Student Trainee (0399)
- Administrative Law Judge (0935)
- Administrative Officer (0341)
- Aerospace Engineering (0861)
- Agricultural Commodity Aid (1981)
- Agricultural Engineering (0890)
- Agricultural Engineering (0890)
- Agricultural Engineering (0890)

**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 [interference 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?

Yes No

Show only Senior Executive Service postings?  Yes  No

Exclude postings for jobs open longer than 30 days?  Yes  No

Sort Results By  Key Word Relevance  Date

Type of Work  Permanent  Temporary  Term  Detail  ICTAP Only  Student

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

Show Jobs Posted:  All Jobs

**Save this 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.

\*Name your Saved Search:

How often do you want to Receive E-mail Notifications?  Daily  Weekly  Monthly  None

[Save Search](#) [Save and Run](#) [Reset Form](#)

Lastly, you need to create a name for your Saved Search.

**Note:** Giving your Saved Search a name is a required field when creating a new saved search.

#### Save this 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.

\*Name your Saved Search:

How often do you want to Receive E-mail Notifications?  Daily  Weekly  Monthly  None

[Save Search](#) [Save and Run](#) [Reset Form](#)

You can set how often you would like USAJOBS to send you email notification of new job opportunity announcements.

Any option you select other than "None", will automatically send you the results of job opportunity announcements that have been posted since the last email you received.

When you enter in all of your desired criteria with name, click the "Save Search" button to save your search criteria.

You can also click the "Save and Run" button to save your search criteria and view the open job opportunity announcements that meet your search criteria.

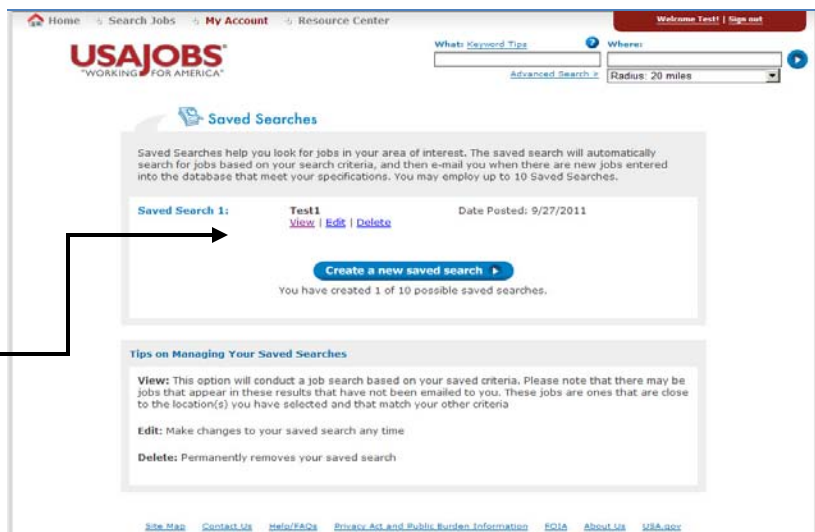
The first email you receive will include those results that have been posted since you created the Saved Search.

If you click the “Save Search” button, you are able to view your saved searches. You may save up to 10 searches with different search criteria to help you find the right opportunity for you.

- You can see all currently open job opportunity announcements that meet your search criteria by clicking the “View” link

- You can edit your saved search by clicking the “Edit” link

- You can permanently remove your saved search from your account by clicking the “Delete” link



If you require additional information or assistance, please review the contents of the Resource Center or contact USAJOBS customer support through the Contact Us page.