

# How to use Advanced Search in USAJOBS



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Go to the **USAJOBS** homepage: [www.usajobs.gov](http://www.usajobs.gov) and click on the **Advanced Search** link, under the **Where:** textbox.

(OR select **Advanced Search** from the **Search Jobs** menu bar at the top of the screen.)

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You are now able to select your desired search criteria. The most commonly used search criteria are shown at the top of this page.

To run an Advanced Search, you must enter **at least one** of the following:

- Keyword
- Title
- Location
  - select *Region*
  - select *State/Territory/Region*
  - select *Locale and*
  - click "Add"
- Agency/Sub Agency - click "Add"
- Occupational series - check box(es)

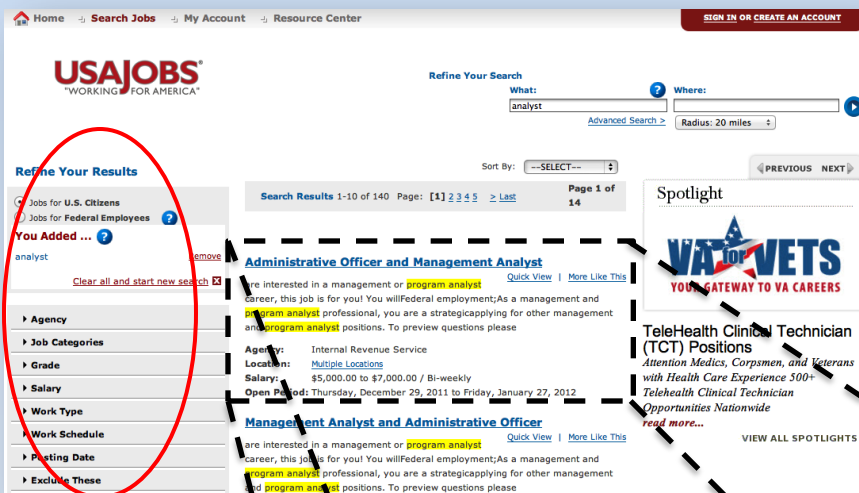
Choose any additional search criteria on this screen.

Once you have entered specific search criteria, click on the **"Search Jobs"** button at the top or bottom of the page.

A screenshot of the USAJOBS Advanced Search page. The page is titled 'Advanced Search' and features several search criteria sections: 'Keyword Search', 'Title Search', 'Series Number Search', 'Location Search', 'Agency Search', and 'Occupational Series'. Each section has a corresponding search input field. The 'Location Search' section includes a dropdown for 'United States' and a list of states/territories with 'Add >>' and '<< Remove' buttons. The 'Agency Search' section includes a list of agencies with 'Add >>' and '<< Remove' buttons. The 'Occupational Series' section includes a list of series with checkboxes. At the bottom of the page, there are buttons for 'Search Jobs' and 'Reset Form', both circled in red. There are also checkboxes for 'Show only Senior Executive Service postings?', 'Exclude postings for jobs open longer than 30 days?', and 'Sort Results By'. The 'Applicant Eligibility' section includes a 'Are you?' section with several checkboxes and radio buttons. The 'Type of Work' section includes checkboxes for 'Permanent', 'Temporary', 'Term', 'Detail', 'ICTAP Only', and 'Student'. The 'Work Schedule' section includes checkboxes for 'Full-Time', 'Part-Time', 'Shift Work', 'Intermittent', 'Job Sharing', and 'Multiple Schedules'. The 'Show Jobs Posted:' dropdown is set to 'All Jobs'.

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On the search results page, you can browse through all **current** job opportunity announcements that match your search criteria.

You can refine your search results further using the **Filters** on the left side of the screen.

**Management and Program Analyst/Mgmt Analyst/Prog Analyst** [Quick View](#) | [More Like This](#)

announcement may be used to fill Management and **Program Analyst**, Management **Analyst**, or **Program Analyst** positions. These positions are being announcement may be used to fill Management and **Program Analyst**, Management **Analyst**, and/or **Program Analyst**

**Agency:** Air Force Personnel Center  
**Location:** [Multiple Locations](#)  
**Salary:** \$60,274.00 to \$78,355.00 / Per Year  
**Open Period:** Sunday, November 06, 2011 to Sunday, September 30, 2012

The **Quick View** link will display a condensed version of the job opportunity announcement.

Clicking on the **“More Like This”** link will perform a search for job opportunity announcements with similar titles and grade levels.

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To view the full details of the job opportunity announcement, click on the highlighted and underlined **Job Title**.

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The full details of the job announcement will then display.

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Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Discover a career at NIH: It's about life

Job Title: Program Analyst-OD-DE  
Department: Department Of Health And Human Services  
Agency: National Institutes of Health  
Job Announcement Number: NIH-OD-DE-12-577672

**SALARY RANGE:** \$62,467.00 to \$115,742.00 / Per Year  
**OPEN PERIOD:** Tuesday, January 03, 2012 to Monday, January 09, 2012  
**SERIES & GRADE:** GS-0343-11/13  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 1 vacancy(s) - Montgomery County, MD United States [View Map](#)  
**WHO MAY BE CONSIDERED:** United States Citizens

**JOB SUMMARY:**  
The NIH is the premier biomedical research center for the world. Its 27 Institutes and Centers employ approximately 18,000 employees doing a vast array of jobs, all supporting efforts for a healthy nation. For information on the NIH mission, goals, and Institutes and Centers, visit [NIH Overview](#).

If you are an exceptionally talented, knowledgeable and motivated individual with experience as a Program Analyst, this position is for you! The Office of Behavioral and Social Sciences Research (OBSSR) mission is to stimulate behavioral and social sciences research throughout NIH and to integrate these areas of research more fully into others of the NIH health research enterprise, thereby improving our understanding, treatment, and prevention of disease. As a Program Analyst, you will manage and track the budget, formulate requirements for contracted services, and coordinate special studies relative to nature, magnitude, growth, and strategies for development of the assigned program area.

Agency Information:  
National Institutes of Health  
2115 E Jefferson St  
Bethesda, MD  
20892

Questions about this job:

Job Announcement Number:  
NIH-OD-DE-12-577672

Control Number: 306114700

Scroll through the announcement to read the details, or use the tabs on top to jump to the specific section.

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From the job opportunity announcement, you are able to do the following:

- Apply Online
- Print Preview
- Save Job
- Share Job

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To return to your results, click the “**Back to Results**” link in the upper-left corner.

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To apply for the job announcement you are viewing, click the “**Apply Online**” button on the right side of the screen.

Apply Online



# Advanced Search Tips

- To ensure you have the most meaningful results when searching, USAJOBS automatically performs a synonym search based on the keywords you enter! (For example, if you search for the keywords program manager, we'll check for program coordinator and program director also.)

- When searching for multiple keywords, results will be returned if each word is found **anywhere** within the job announcement.

Example shown →

is a search for program manager returning jobs with either word in the job.

**Management and Program Analyst** [Quick View](#) | [More Like This](#)

public. This position serves as an **Analyst** responsible for project analysis and **program** education of agency initiatives announcement before applying.; As a **Management and Program Analyst**, you will: Analyze and evaluate predict the effectiveness of line **program** operations in meeting established

**Agency:** Financial Management Service  
**Location:** Kansas City, MO  
**Salary:** \$68,809.00 to \$89,450.00 / Per Year  
**Open Period:** Wednesday, November 23, 2011 to Thursday, April 05, 2012

**IT Program Manager** [Quick View](#) | [More Like This](#)

Commission. The incumbent of this position serves as an IT **Program Manager** for the Office of the Chief Information Officer (OCIO) providing business systems at the Commission. In this role, the IT **Program Manager** carries out a wide variety of functions related to managing

**Agency:** U.S. International Trade Commission  
**Location:** Washington DC Metro Area, DC United States  
**Salary:** \$105,211.00 to \$136,711.00 / Per Year  
**Open Period:** Thursday, January 05, 2012 to Tuesday, January 17, 2012

- Use quotations around multiple keyword searches for jobs that have the exact phrase or synonym equivalent. ← Example shown is a search for “program manager” returning only jobs that have the words **Side-by-Side**.

- To optimize your search results, we recommend you search by **either** “Pay Grade (GS)” **or** “Salary Range,” as shown below. If you search by a “Pay Grade (GS)” **and** a “Salary Range,” only jobs that meet **both** criteria will appear in your results.

**Pay Grade (GS)** ?

Grade 08 To Grade 10

Or

**Salary Range** ?

From --- SELECT --- To --- SELECT ---

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

OR

**Pay Grade (GS)** ?

--- SELECT --- To --- SELECT ---

Or

**Salary Range** ?

From \$40,000 To \$74,999

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

**Note:** If you are having issues not addressed in this tutorial, review the other materials available in the USAJOBS Resource Center (<http://www.usajobs.gov/ResourceCenter>). If you still cannot resolve your problem, please use the **Contact Us** page (<https://my.usajobs.gov/Home/ContactUs>) to submit a ticket to the USAJOBS Customer Support team.