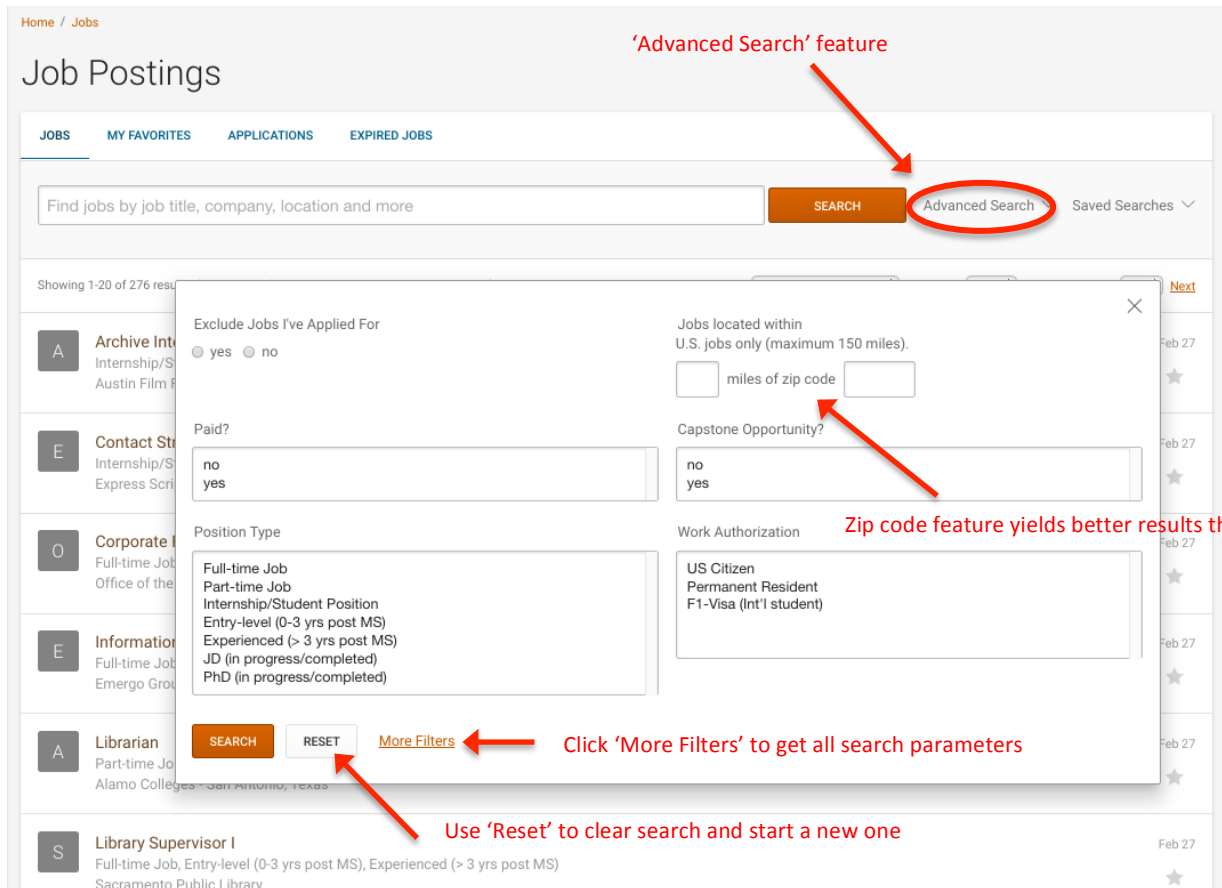


## Perform an Advanced Search for more refined job searching

We recommend narrowing your job search by selecting criteria in the 'position type', 'state' or 'zip code' fields for location.



**'Advanced Search' feature**

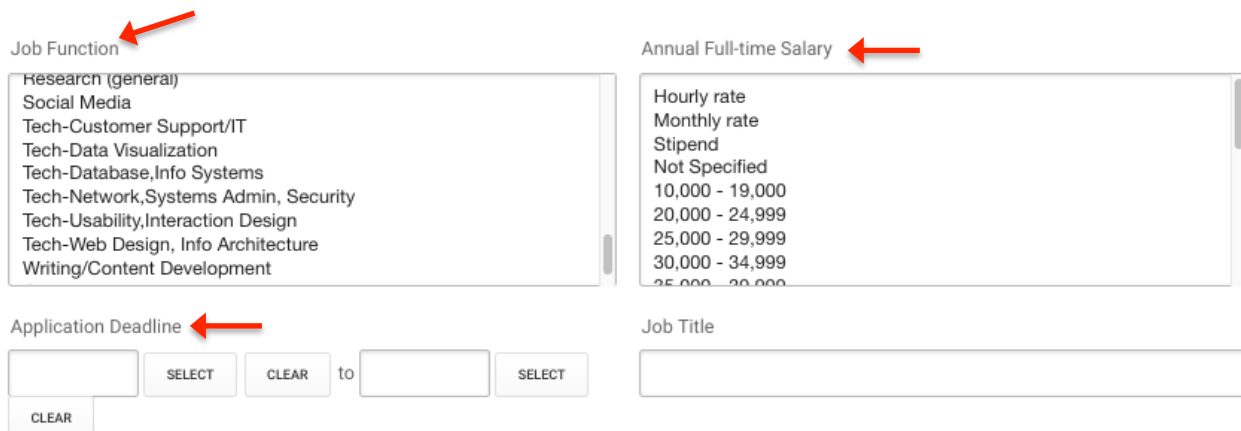
**Zip code feature yields better results than city**

**Click 'More Filters' to get all search parameters**

**Use 'Reset' to clear search and start a new one**

## Use 'More Filters' for further refinement.

Here you have the option to narrow your job search further by selecting 'Job Function', 'Salary', and 'Application Deadline'.



**Job Function**

- Research (general)
- Social Media
- Tech-Customer Support/IT
- Tech-Data Visualization
- Tech-Database, Info Systems
- Tech-Network, Systems Admin, Security
- Tech-Usability, Interaction Design
- Tech-Web Design, Info Architecture
- Writing/Content Development

**Annual Full-time Salary**

- Hourly rate
- Monthly rate
- Stipend
- Not Specified
- 10,000 - 19,000
- 20,000 - 24,999
- 25,000 - 29,999
- 30,000 - 34,999
- 35,000 - 39,999

**Application Deadline**

SELECT CLEAR to SELECT CLEAR

**Job Title**

Additional filter options include: 'City', 'State', 'Country', and 'Employer'.

The screenshot shows an advanced search filter interface. At the top left is the 'Posting Date' section with 'SELECT', 'CLEAR', and 'to' fields. Below it is the 'City' field with a red arrow pointing to it. To the right is the 'Employer' field with a red arrow pointing to it. Below the 'Employer' field is a dropdown menu for 'State' with a red arrow pointing to it, showing options like 'Multiple Locations', 'International', 'Alabama', 'Alaska', 'Arizona', and 'Arkansas'. At the bottom left is the 'Country' dropdown menu with a red arrow pointing to it, showing options like 'United States', 'Canada', 'Afghanistan', 'Albania', and 'Algeria'. At the bottom are 'SEARCH', 'RESET', and 'Fewer Filters' buttons.

The search criteria set in the Advanced Search below example resulted in: ***Paid, Internships/Student Positions within the Tech-Database, Info Systems, Usability and Interaction Design interest areas in Austin, Texas.***

The screenshot shows a 'Job Postings' search results page. The search filters are highlighted with a red circle and include: 'Paid?: Yes', 'Position Type: Internship/Student Position', 'Job Function: Tech-Database, Info Systems', 'Job Function: Tech-Usability, Interaction Design', and 'City: Austin'. The results list includes 'UX Research Internship - Summer 2017' and 'Data Scientist Intern - Summer 2017'.

You can use the 'Keyword' search to narrow your job results even further.

In the search below, we've used "UT Austin" as the keyword to narrow the results to only positions on the Austin UT campus.

The screenshot shows a 'Job Postings' search results page with the keyword search field highlighted by a red circle. The search criteria include 'Keywords: "UT Austin"'. The results list includes 'Capstone opportunity - archivist', 'Digitization Graduate Research Assistant (GRA)', and 'Graduate Research Assistant (GRA) Texas Digital Library'.

**Save your Advanced Search and set up an email alert (also called a Search Agent)**

You can set up multiple ‘Search Agents’ and receive emails when new jobs are posted to the system that meet the criteria you set. **This is the best way to keep your eye on internships and full-time jobs simultaneously.**

The screenshot shows the 'Job Postings' page with a search bar and filters. Annotations include:
 

- 'You can select all the jobs that meet your criteria or just the ones posted since your last email update.' pointing to the 'Send via email' and 'New results only' options.
- 'Be sure to ‘SAVE’ your search' pointing to the 'SAVE' button.
- 'Describe and name your search' pointing to the 'Save search as...' field.
- 'Select how often to receive email results... monitoring daily or weekly is recommended' pointing to the frequency dropdowns.
- 'You can always modify your search' pointing to the 'EDIT' and 'DELETE' buttons.

**Email alerts (Search Agent results)**

If you set up your Saved Search and Email Alerts correctly you will receive emails that look like the example below.

The email alert is titled 'Search Agent Results' and dated 'Feb 15, 2017, 2:28 AM'. It is addressed to 'Dear Cindy,' and contains the following job listings:
 

- Data Scientist (15723)** by Phunware - Austin, Texas. Description: 'Phunware is looking for a Data Scientist who is passionate about using data to help our customers build mobile audiences and personalize the user experience...'. Position Type: Full-time Job.
- Data Scientist Intern - Summer 2017 (15725)** by Rocket Software - Austin, Texas. Description: 'Rocket Software is building a next generation experience for database and system administration founded on a simple idea...'. Position Type: Internship/Student Position.

**If you are not receiving emails** – revise and broaden your search criteria to produce more results.

*GD:careers shared files:handouts:icareers system:icareers tutorials & cheatsheets:advanced job search tips\_02-2017.docx*