

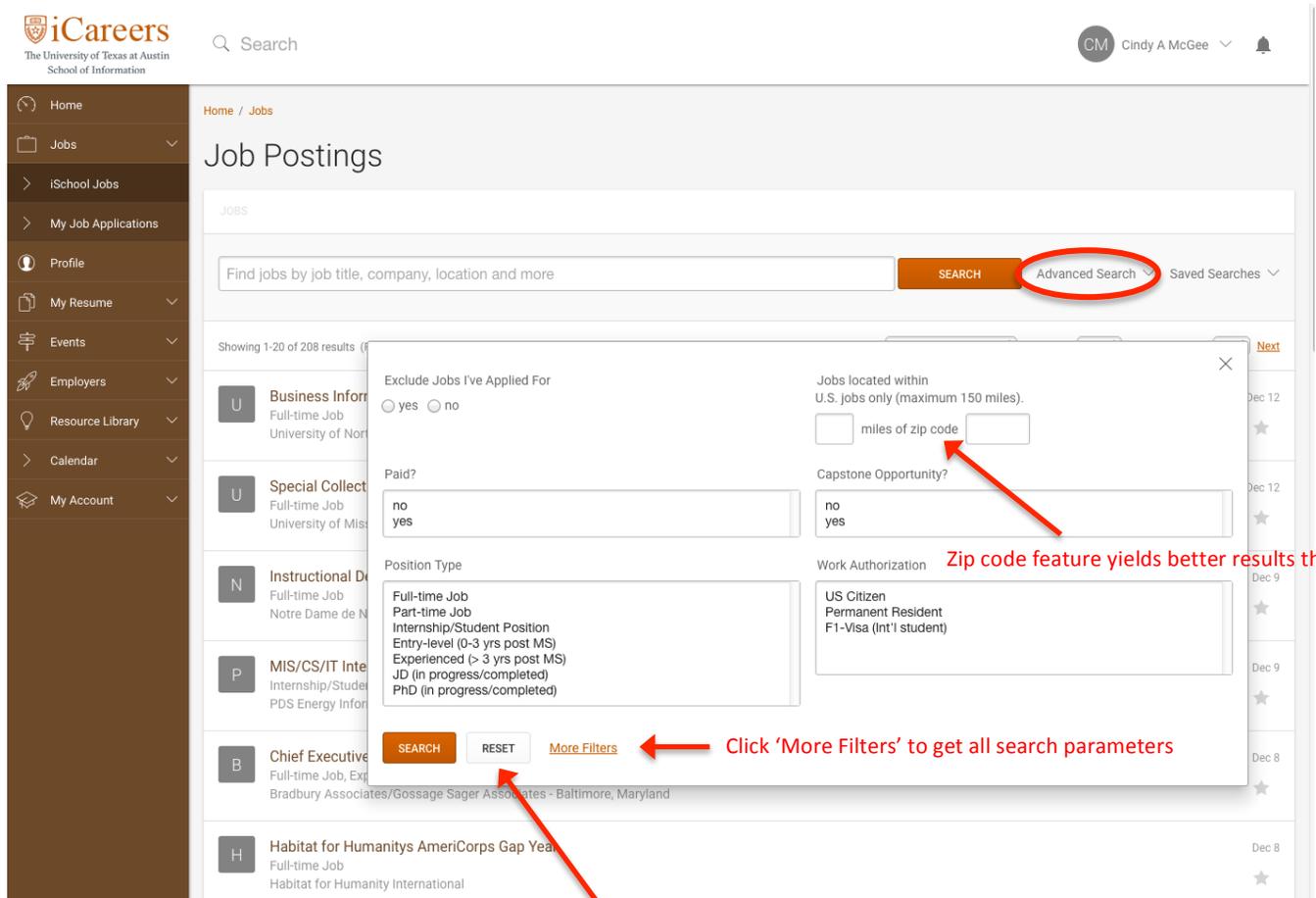
### Do not put faith in job posting or closing dates

Be sure to go to the source of the job posting (the employer’s website) to check the actual posting and closing date. Do not wait until the deadline, as many employers will remove a posting as soon as they receive enough applicants (often in the first 2 weeks). If a closing date is not in the original posting, we use 30 days from the date that we post it on iCareers as our default ‘application deadline’ (end date) – this date is not meaningful.

### Use an Advanced Search for more refined job searching

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

**Note:** To see all jobs available DO NOT select a ‘job function’.



The screenshot shows the iCareers interface with a search filter overlay. The overlay includes the following sections:

- Exclude Jobs I've Applied For:** Radio buttons for 'yes' and 'no'.
- Jobs located within:** A dropdown menu set to 'U.S. jobs only (maximum 150 miles)'. Below it, a field for 'miles of zip code' is highlighted with a red circle and an arrow pointing to it with the text: "Zip code feature yields better results than city".
- Capstone Opportunity?:** Radio buttons for 'no' and 'yes'.
- Position Type:** A list of options including Full-time Job, Part-time Job, Internship/Student Position, Entry-level (0-3 yrs post MS), Experienced (> 3 yrs post MS), JD (in progress/completed), and PhD (in progress/completed).
- Work Authorization:** Radio buttons for US Citizen, Permanent Resident, and F1-Visa (Int'l student).
- Buttons:** 'SEARCH', 'RESET', and 'More Filters'. An arrow points to 'More Filters' with the text: "Click 'More Filters' to get all search parameters".

At the bottom of the screenshot, a red arrow points to the 'RESET' button with the text: "Use 'Reset' to clear search and start a new one".

### Is there a better way to be notified of new jobs?

Yes, 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.**

## Saving a search with email alerts (also called a Search Agent)

The screenshot shows a job search results page with a sidebar on the left and a main content area. A search bar at the top contains the text "Find jobs by job title, company, location and more". To the right of the search bar are buttons for "SEARCH", "Advanced Search", and "Saved Searches". A modal window is open over the search results, titled "Title" and "Send via email". The modal has a "Save search as..." field, a "Never" dropdown, and radio buttons for "yes" and "no". Below this, there are three rows of job results with their own "Send via email" settings. The first row is for "Business Information Liaison" with a "Never" frequency. The second row is for "Special Collections Librarian (Audio & Visual), Assoc. P" with a "Daily" frequency. The third row is for "UX Developer" with a "Weekly" frequency. Each row has "EDIT" and "DELETE" buttons. Annotations with red arrows point to various elements: "Describe and name your search" points to the search bar; "You can select all the jobs that meet your criteria or just the ones posted since your last email update." points to the "SEARCH" button; "Be sure to 'SAVE' your search" points to the "SAVE" button in the modal; "Select how often to receive email results... monitoring daily or weekly is recommended" points to the frequency dropdowns; and "You can always modify your search" points to the "EDIT" buttons.

## Email alerts (Search Agent Results)

If you set up your Saved Search and Email Alerts correctly you will receive an email that looks like the image below.

The email alert is titled "Search Agent Results" and is dated "Dec 14, 2016, 1:16 AM". It is addressed to "Dear Cindy," and says "Here are results of your scheduled UX Designer search agent." The main result is for "UX/UI Designer (15481)" at "Whole Foods Market - Austin, Texas". The description says "Whole Foods is looking for User Experience/User Interface Designer to join the Digital Strategy & Products Team to help create impactful customer-facing experiences. Our team has great plans and high expectations for our website and app, as well as ideas for other products and experiences in emerging fields." The position type is listed as "Full-time Job". There is a "view details" link at the bottom.

**If you are not receiving emails** - your search criteria may be too narrow to produce daily results. Revise your job search criteria to broaden the results.