JOB SEARCHING & iCAREERS

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 in on iCareers as our default “application deadline” (end date) – this date means nothing.

Use an Advanced Search for more refined job searching
We recommend narrowing your job search by selecting criteria in the 'job function,' 'position type,' and ‘state’ or ‘zip code’ fields for location.

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

Is there a better way to be notified of new jobs?
Yes, you can save searches and get 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.
Save a Search & Getting Email Alerts (also called a Search Agent)

If you set up your Saved Search and Email Alerts correctly you will get an email that looks like this.

I set up a Search Agent, but I am not getting emails. What is wrong?
Your actual search criteria may be too narrow to produce daily results. Revise your job search criteria to make the results more broad.

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