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Search Jobs

The Search Jobs page allows you to view and search for jobs. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You can filter your search to search for specific criteria. You can also save your searches for later viewing.

See Navigation and Search for more information about basic navigation and search options on the page.

Search and view jobs

The Search Jobs page provides several ways to search through available positions.

- Columns that can be sorted at any time by clicking on a column's heading.
- A **Search** field that dynamically searches jobs using keywords.
- Search boxes or drop-down menus located within each column that help filter your search by column.
- Click **Records** to select the number of job posts to display.

Columns on the Search Jobs page

Column	Description
Coop	Displays the coop that the job position is posted for.
Position Type	Displays the job's department (e.g. teacher, administrator).
Description / Keywords	Displays the job summary and other key job information.
Days Left to Apply	Displays the number of days left to apply.

Filter your job searches

You can filter your job search results using the Search field or the search boxes and drop-down menus located within each column.

- Click **View** to view the job on the Job Detail page.
- Go back to the previous page.

If you need greater control, you can fine-tune your job search results using one or more of the following search boxes and drop-down menus located within each column:

- Click **[vvv]** in the **Position Type** field and select the type of position you are looking for.
- In the **Description/Keywords** field, type keywords that match the job you are searching for.
- Click **View** to view the job on the Job Detail page.
- Go back to the previous page.

Save your searches:

Your searches can be saved for later viewing. A saved search saves the search parameters used to create the search. Your searches are saved to the Saved Searches page. To save your search:

Choose the jobs that you want to save.

Click Save Search. The Save Search window will open displaying the following information:

The General Search field displays the search words you typed.

The Position Type field displays the type of job.

The Description/Keywords field displays the job's description and key information.

The Coop (if applicable) field displays the district (Coop) that the job belongs to.

The Name this search field is used for naming your saved search.

Type a search name into the Name this search field.

Click Save to save your search. The page will refresh displaying job posts that match your saved search parameters.

Click Cancel to return to the Search Jobs page.

Click Saved Searches on the sidebar to view your saved searches.

Click Update Search to update your saved search parameters.

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