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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.

Basic Navigation 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 can be sorted at any time by clicking on a column's heading.
- The **Search** field dynamically searches jobs using keywords.
- Search boxes or drop-down menus located within each column help filter your search by column.

- Records Click **Records** to select the number of records 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.

- Set your search parameters using the grid's search fields, the drop-down menus or the Search field.
- Click **Save Search**. The Save Search window will open.

Field	Description
General Search	Displays the search words you typed.
Position Type	Displays the type of job, if you selected one from the drop-down menu.
Description/Keywords	Displays the job's description and key information, if you typed information into the column's search box.
Coop	Displays the district (Coop) that the job belongs to (if applicable).
Name this search	Used for naming your saved search.

- Click **Save** to save your search. The page will refresh displaying jobs as they are posted that match your saved search parameters.
- Cancel and return to the previous page.
- Click **Update Search** to update your saved search parameters.

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