Finding A Job

Basic Search

When you access Careers@USF for the first time, the Basic Job Search appears in the upper-left area on the home screen.

1. Enter the **Keywords** for the Job you’re looking for. If you want to use multiple keywords, separate each word using a comma. Example: *analyst, consultant*

2. Select the timeframe of when openings were posted. Example: *If you'd like to see all jobs posted in the past week, choose ‘Last Week’ in the Posted field.*

3. Click the **Search** button to view the results.

Enter a keyword, Choose a timeframe regarding when openings were posted, then click the Search button.

The 5 most recent Job Postings are listed here on the home screen. Click on any of the Job Titles for details.
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Advanced Search

To narrow your Search results, choose the Advanced Search link from the home screen.

1. Enter Keywords (just like the Basic Search), and select criteria for your search. Note: It's not necessary to use all the search criteria fields. Example: If you want to search for all Administration positions with Analyst in the posting, type ‘analyst’ in the Keywords field then select ‘Administration’ from the Job Families list.

2. Click the Search button to view the results.

* We will cover the Save Search feature in the Creating A Profile Tutorial.
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Search Results

Using the Basic or Advanced Search will bring you to the Search Results page.

1. The top of the page shows you how many results were found, and gives you access to your search criteria in case you’d like to revise your search: **Click on the arrow next to View (Quick or Advanced) Search Criteria, revise the criteria, and click the Search button.**

2. Click on a Posting/Job Title to view the details for that job. You can navigate the pages of results using the Previous and Next buttons on the upper-right.

   ![Search Results Table]

   If there are multiple pages of results, you can navigate them using the Previous/Next links.

   * In the Results list, click on any of the Job Titles for more details.

   Always use the ‘Return to Previous Page’ link instead of the browser’s Back button.

* We will cover the Save Jobs and Apply Now features in the Creating A Profile and Applying For Openings Tutorials.
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Job Posting Details
Clicking on a Posting / Job Title in the Search Results will open the Job Description for that opening. IMPORTANT: If you want to return to the Search Results, use the Return to Previous Page link instead of the browser’s Back button.

* We will cover the Save Jobs and Apply Now features in the Creating A Profile and Applying For Openings Tutorials.