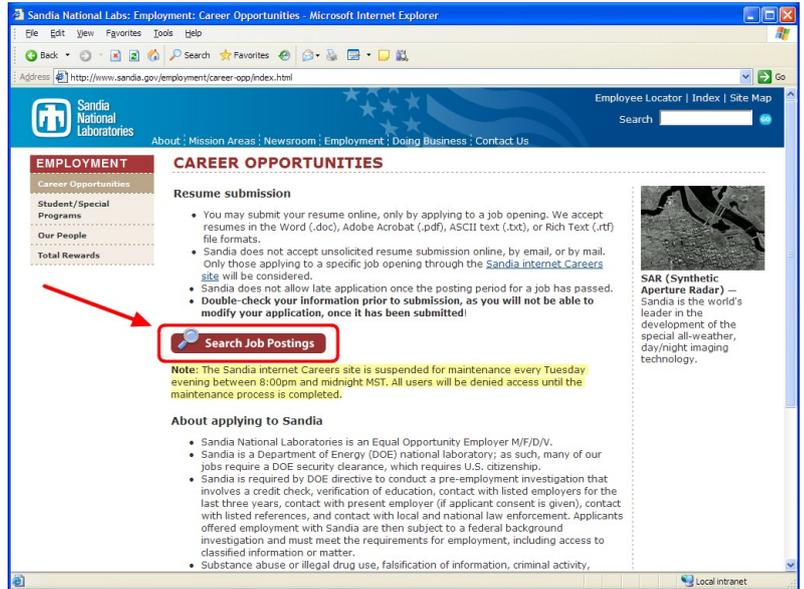


How to create a Job Agent in Sandia Careers (external)

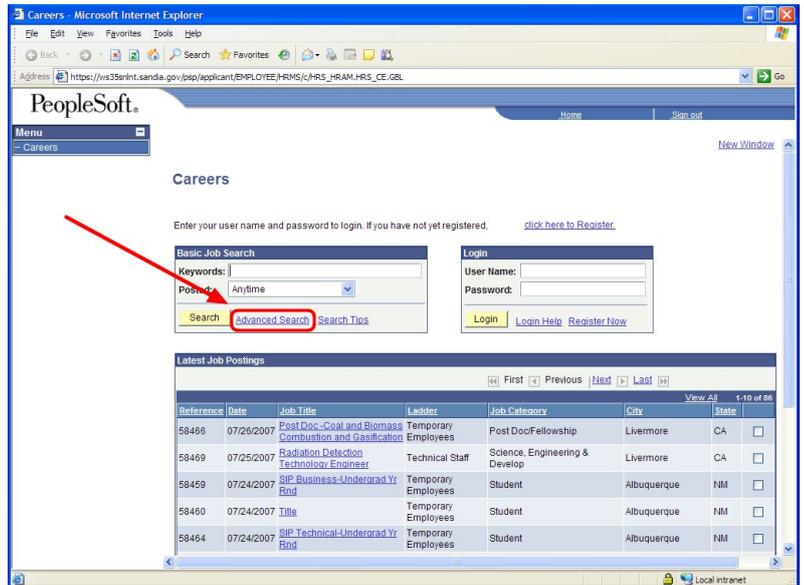
Enter the Sandia Careers site

You can reach the Career Opportunities page by going to <http://jobs.sandia.gov> in your web browser and clicking on the Career Opportunities link located in the top left navigation bar. Make sure and read the application guidelines on the Career Opportunities page, before clicking on the Search Job Openings button to enter the Sandia Careers site.



Go to Advanced Search

Click the Advanced Search link to view the entire selection of search options.



Perform an Advanced Search

Enter search criteria to find jobs that suit your skill set. Please note the following:

- Keyword searches will typically return the widest range of results.
- Since some of the fields are dependent upon your answers, make sure to enter them from top to bottom when using multiple fields.
- Entering criteria into the Ladder or Level fields may cause you to miss related openings that are not in that discipline category.

The screenshot shows the 'Advanced Job Search' form in a Microsoft Internet Explorer browser window. The form includes fields for 'Keywords', 'Ladder', and 'Locations'. The 'Locations' dropdown menu is open, showing options: 'All Locations', 'Albuquerque, NM Only', 'Livermore, CA Only', and 'Other Locations'. Below these fields is a 'Find Jobs Posted Within:' dropdown set to 'Anytime'. At the bottom of the form are buttons for 'Search', 'Clear', 'Save Search', and 'Search Tips'. A 'Return to Previous Page' link is also visible.

We recommend that you create multiple job agents (one by keyword and one by discipline) in order to ensure that you get the widest range of job opportunities.

View the results and select Save Search

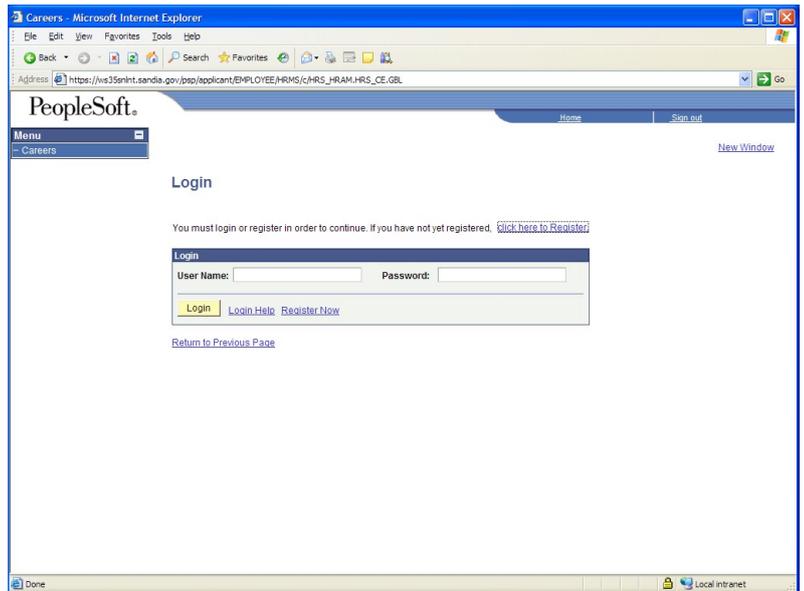
You should now see a list of search results (or a message saying there were no results) below the Search button. Repeat the previous step, adjusting the search criteria each time, until you get a list of results that suits you, then click the Save Search button.

The screenshot shows the 'Search Results' page in the same browser window. The 'Save Search' button from the previous form is highlighted with a red box, and a red arrow points to it from the text above. Below the search form, it says '12 Results Found'. A table of search results is displayed with columns for Reference, Opened, Posting Title, Ladder, Job Category, City, State, and a 'Select' checkbox. The first three rows are visible.

Reference	Opened	Posting Title	Ladder	Job Category	City	State	Select
58447	07/23/2007	C/N/T Nanophotonics and Optical Nanomaterials Thrust Leader	Temporary Employees	Temporary	Albuquerque	NM	<input type="checkbox"/>
58405	07/17/2007	Microsystems Integration Engineer	Technical Staff	Science, Engineering & Develop	Albuquerque	NM	<input type="checkbox"/>
58404	07/17/2007	Electrical/Electronics Engineer	Technical Staff	Science, Engineering & Develop	Albuquerque	NM	<input type="checkbox"/>
58398	07/16/2007	Atomic Physicist	Technical Staff	Science, Engineering &	Albuquerque	NM	<input type="checkbox"/>

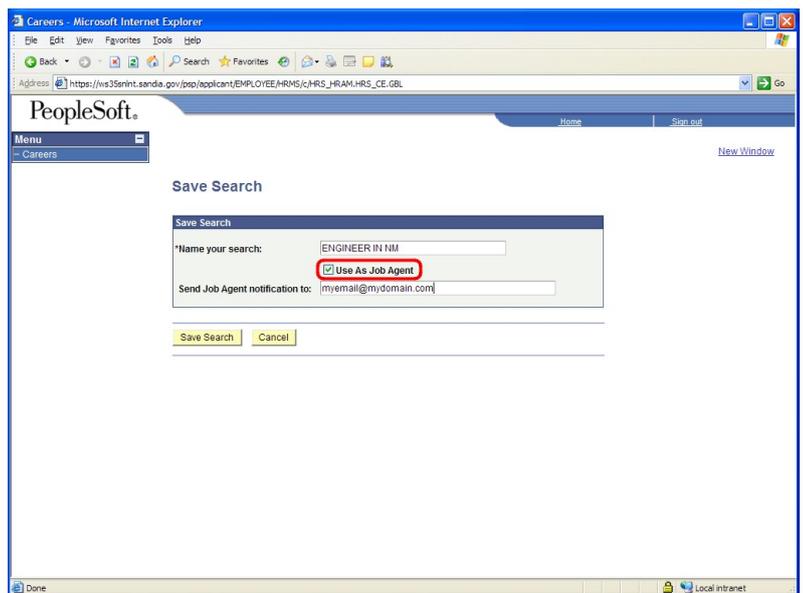
Login to your profile

If you are not already logged into your profile, you will be required to login at this point. If you have not already created a profile, you can do so now, by clicking on the Register Now link.



Choose options and Save Search

Upon logging in, you will need to name your search and select options. Give the search a unique name that will help you identify it later. If you want to be emailed with job postings matching your search criteria, make sure to click the Use As Job Agent box and enter the email address that you want the notifications to go to.



Viewing, editing and deleting Saved Searches/Job Agents

After saving your search, you will be redirected to My Saved Searches where you can view, edit, and delete all Saved Searches and Job Agents. You can return to this page from anywhere in the site by selecting the My Saved Searches link in the top navigation toolbar (note: you must be logged in for this toolbar to display).

