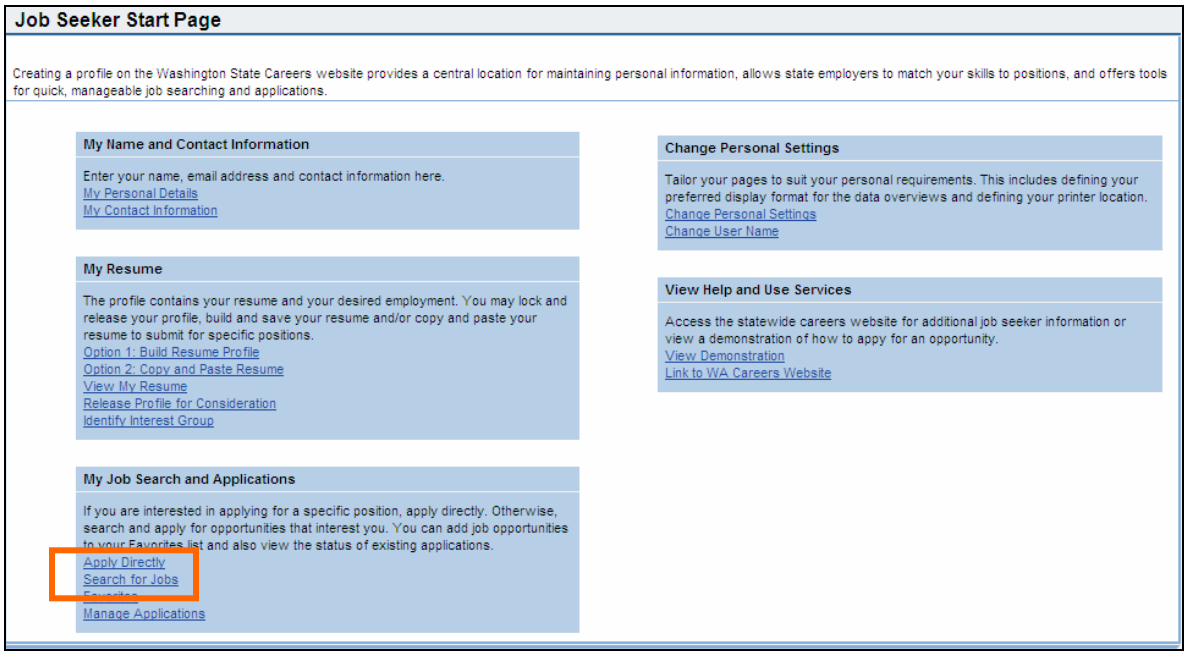
SEARCH FOR JOBS

You can search for jobs whether you have registered or not.

To begin a job search once registered, click on **Search for Jobs** under **My Job Search and Applications.** There are several ways to search for jobs. The following pages will review these methods.

> ***NOTE**: The maximum search result is 1500. Select additional search criteria to narrow down your search results.*



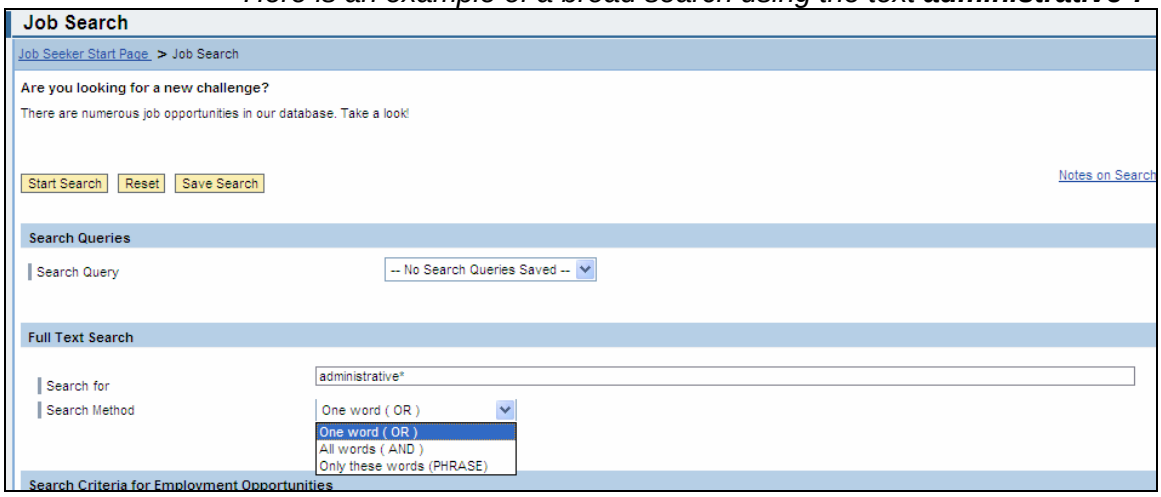
Full Text Search

This search is useful when searching for a specific job title or a career category.

1. Type job name or category followed by an * (asterisk) in the field under Full Text Search. For instance, to search for administrative jobs, type in the word **administrative** and insert an *** (asterisk)** after the word and click on **Start Search.** The asterisk will bring back all job postings that are associated with the word "administrative" up to the maximum search result of 1500.

2. Further define your full text search by selecting a search method. Select the **down arrow** to see a drop down box and you will see three alternative ways to search.

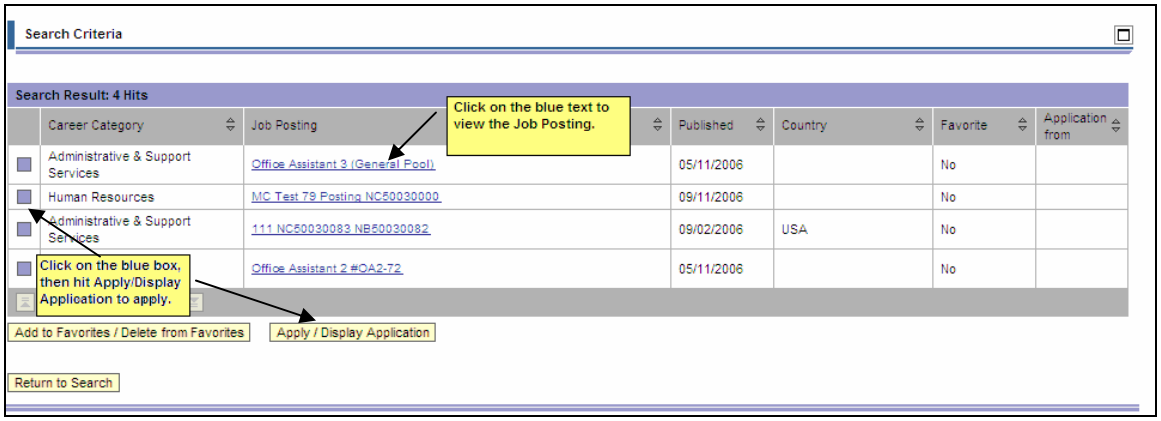
- *Here is an example of a broad search using the text **administrative*.***



3. If you want to see all job opportunities, click on the **Start Search** button without filling in any search criteria. You will get a list of all job postings currently open in the state of Washington up to the maximum search result of 1500.

4. Click on the **blue text** in the **Job Posting** column to see a specific posting.

5. If you wish to apply for a job, click on the **blue box** and then click the **Apply/Display Application** button. If you wish to add a job posting to your favorites click on **Add to Favorites.**



Save a Search

You have the ability to save a search, and use the same criteria for a future search. This will save the criteria you used to search; it will not save the search results.

1. To save a search click on **Back to Search.**

2. Click on **Save Search**.

3. Give your search a name (e.g. administrative).

4. Click **Save Search.**

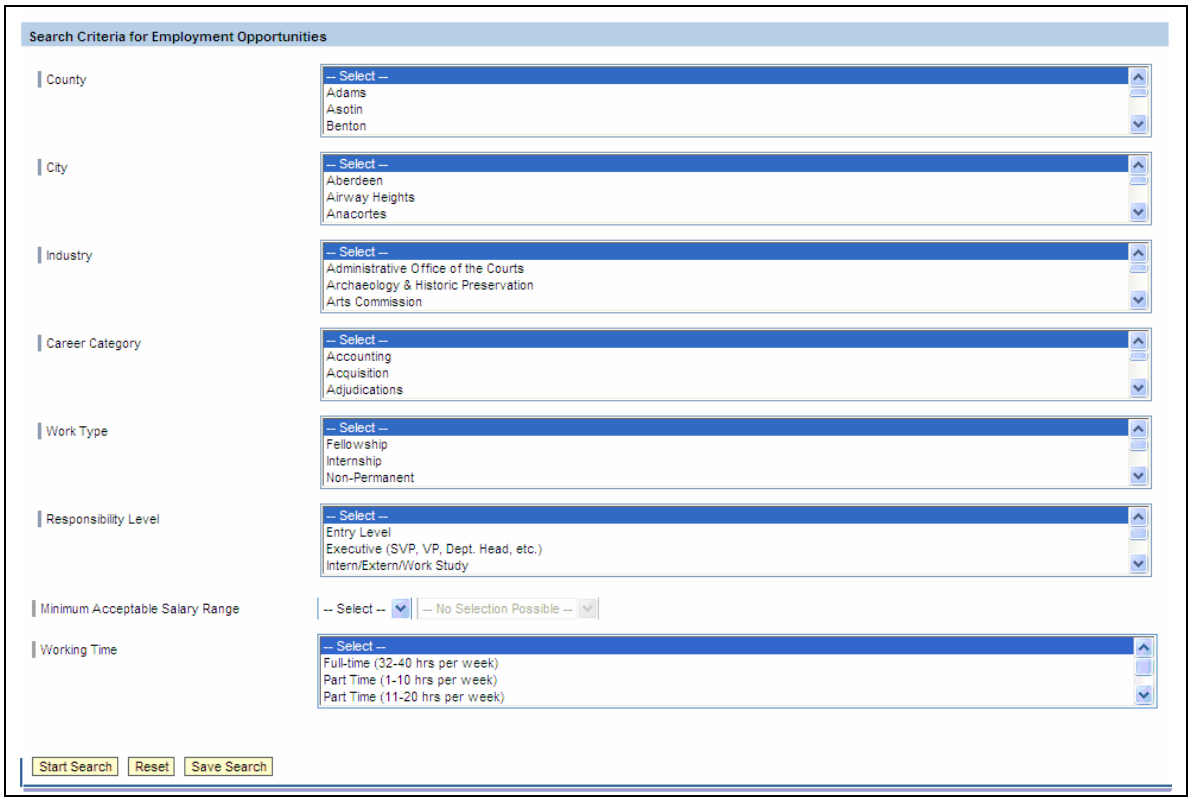
5. The next time you want to perform the search you may select it from the drop down box and click **Start Search.**

Searching Using Specific Criteria

You can narrow your search by refining your search criteria. You can filter your search by selecting any or all of the categories shown: city, county, agency, career category, responsibility level, work type, salary range, and working time. The more selections you make, typically, the less results you will receive.

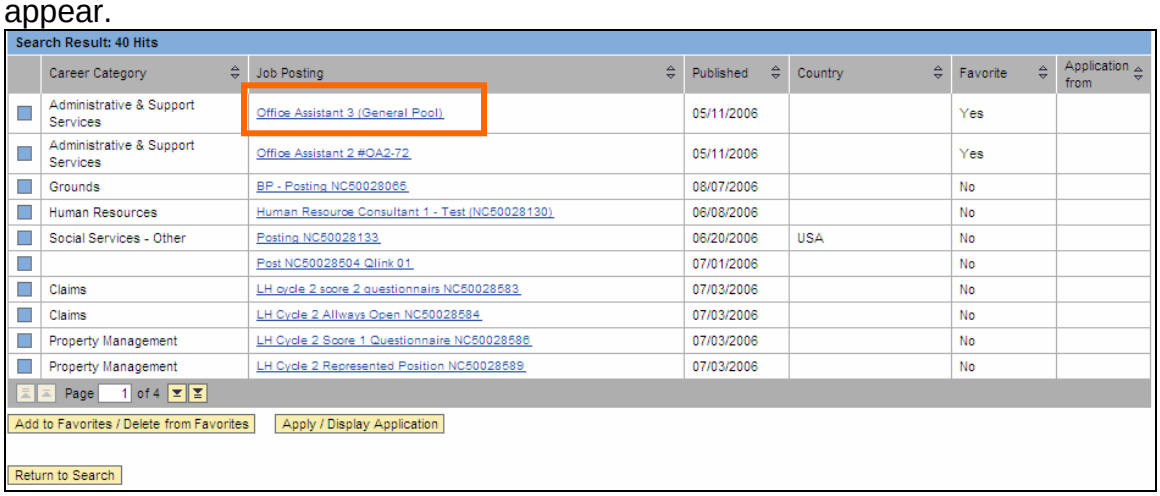
1. **To select more than one entry** just click your mouse on your first choice, and, while holding down the control key, click on your other selections within that category.

2. A job posting for a specific city or county location will not appear if **statewide** is selected for the search criteria. Only postings indicated as **statewide** will appear. If you are interested in positions anywhere in Washington State, you may leave the search criteria on **select** to bring back the highest results up to the maximum search results of 1500.



Job Postings

If while searching for jobs you find that you need more detailed information on a job, you can click on the blue **Job Posting** title. An overview of the posting will appear.



Career Category	Job Posting	Published	Country	Favorite	Application from
Administrative & Support Services	Office Assistant 3 (General Pool)	05/11/2006		Yes	
Administrative & Support Services	Office Assistant 2 #OA2-72	05/11/2006		Yes	
Grounds	BP - Posting NC50028065	08/07/2006		No	
Human Resources	Human Resource Consultant 1 - Test (NC50028130)	06/08/2006		No	
Social Services - Other	Posting NC50028133	06/20/2006	USA	No	
	Post NC50028504 Qlink 01	07/01/2006		No	
Claims	LH cycle 2 score 2 questionnairs NC50028583	07/03/2006		No	
Claims	LH Cycle 2 Allways Open NC50028584	07/03/2006		No	
Property Management	LH Cycle 2 Score 1 Questionnaire NC50028586	07/03/2006		No	
Property Management	LH Cycle 2 Represented Position NC50028589	07/03/2006		No	

If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or 1-877-664-1960, or send an e-mail to Information@dop.wa.gov

The state of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to http://www.careers.wa.gov/help/.