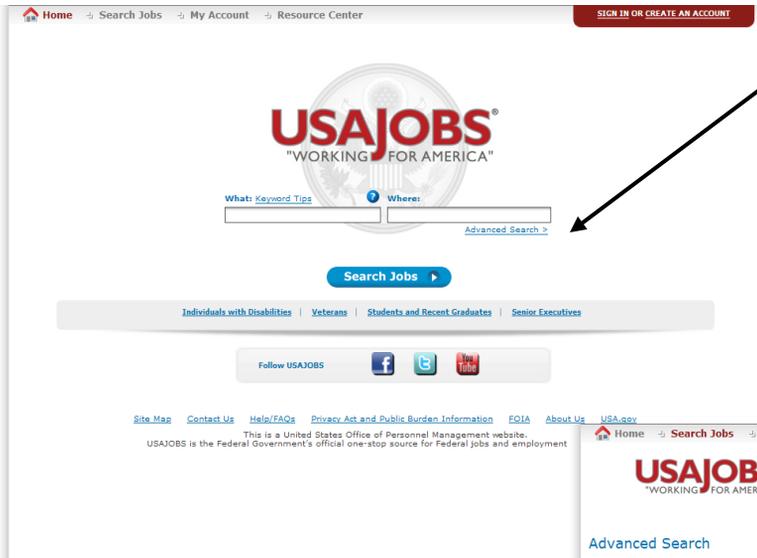


This tutorial will show you how to find federal job opportunity announcements using the improved Advanced Search functionality of USAJOBS®.



From the USAJOBS main screen, click on the “Advanced Search” link.

****PLEASE NOTE:** You are not required to have an account or be signed into USAJOBS in order to search for a job. You are required to have an account and be signed in before saving a search or applying.

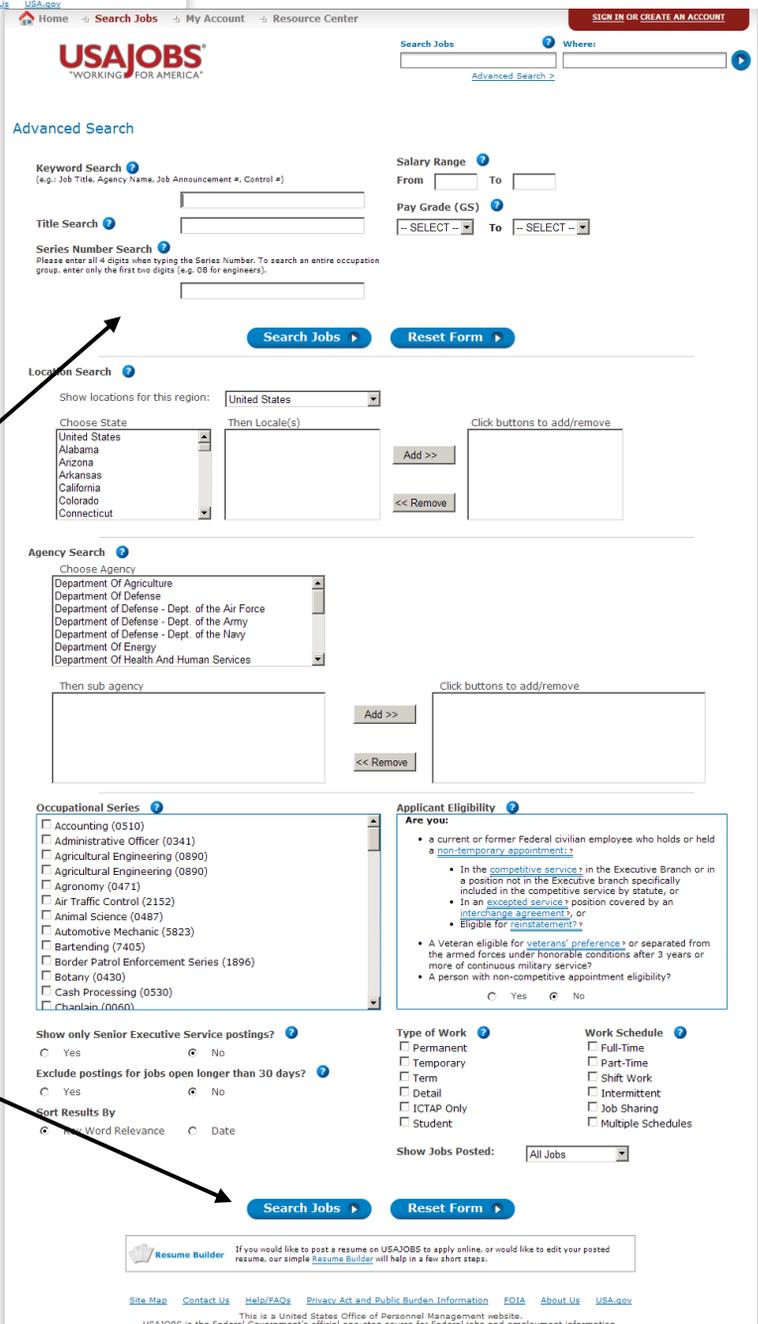
From the Advanced Search screen you are able to select search criteria from several different fields. Searches can be as broad or refined as you would like.

The most widely used search criteria are shown at the top of this page.

To run an Advanced Search, you must enter at least one of the following:

- Keyword
- Title
- Location
- Occupational series
- Agency

Once you have entered specific search criteria, click on the “Search Jobs” button. Current job opportunity announcements matching your criteria will then display.



Resume Builder If you would like to post a resume on USAJOBS to apply online, or would like to edit your posted resume, our simple [Resume Builder](#) will help in a few short steps.

This example shows an Advanced Search of the following search criteria:

- Keyword Search – Analyst

After clicking “Search Jobs,” several results display.

Once on the Search Results page, you will be able to browse through all current job opportunity announcements containing the keyword “analyst.”

You will also have the option to Refine Your Results to view “Jobs for U.S. Citizens” or “Jobs for Federal Employees.”

Under “You Added,” you will see the specific search criteria entered on the Advanced Search page, with the options to “Remove” or “Clear all and start new search.”

Your search results can be viewed according to each of the categories on the left side of the page. For example, selecting “Agency” will display how many agencies have announcements containing “Analyst” and the number of announcements within those agencies containing “Analyst.”

To refine your search results, you can click on any of the refiner options or return to the Advanced Search page and enter additional, more specific search criteria.

The screenshot shows the USAJOBS search interface with the following sections and annotations:

- Keyword Search:** The search term "analyst" is entered in the "Keyword Search" field. A blue question mark icon is next to the field.
- Location Search:** The "Show locations for this region" dropdown is set to "United States". In the "Choose State" dropdown, "United States" is selected. The "Then Locale(s)" dropdown is set to "All United States".
- Agency Search:** The "Choose Agency" dropdown is set to "Department of Defense". The "Then sub agency" dropdown is set to "All Department Of Defense".
- Occupational Series:** A list of occupational series is shown, including Accounting (0510), Accounting Technician (0525), Actuarial Science (1510), Administration And Office Support Student Trainee (0399), Administrative Law Judge (0935), Administrative Officer (0341), Aerospace Engineering (0861), Agricultural Engineering (0890), Agricultural Engineering (0890), Agronomy (0471), Air Conditioning Equipment Mechanic (5306), Air Traffic Control (2152), and Aircraft Engine Mechanic (8602).
- Applicant Eligibility:** A section titled "Are you:" with several bullet points regarding eligibility criteria.
- Type of Work:** The "Permanent" option is selected under the "Type of Work" section.
- Show Jobs Posted:** The dropdown is set to "All Jobs".

Within the Location Search, you can choose a world region or search the US for a state and select either all or some cities/locales within that state. You may also choose to select All United States. Simply press the “Add” button to add any locale that you have highlighted. This process may be repeated for as many states/locales that you wish to add to your search.

Within the Agency Search, you can choose an Agency and then select any sub agencies. Like Location Search, press the “Add” button to add any agency and sub agency that you have highlighted. This process may be repeated for as many agencies/sub agencies that you wish to add to your search.

The Occupational Series field allows you to scroll through the list of all occupational series and select multiple series to be included in your search.

Within the Applicant Eligibility section, there are several programs identified to which you may be associated. Links to descriptions of these programs are provided.

You can designate to confine your search only to:

- Senior Executive Service positions
- Exclude positions older than 30 days

You can also indicate the

- Type of Work
- Work Schedule

- Order to sort your results by
- Refine the search by posting date

Select the blue question marks for an explanation of each search field.

Once you have entered any additional search criteria, click “Search Jobs” to view more specific search results.

The above example shows the following search criteria being entered:

- Keyword Search - Analyst
- Location Search - All United States
- Agency Search – All Department of Defense
- Type of Work – Permanent

You will now see a more refined list of search results.

To the right of the Job title there is a link to a “Quick View” of the job opportunity announcement, which is a condensed version of the job opportunity announcement.

Clicking on the “More Like This” link will display job opportunity announcements with similar titles and grade levels.

To view the entire job announcement, click on the highlighted and underlined job title on the Search Results page

The complete job opportunity announcement will then display.

You can either scroll through the entire announcement, click on the tabs at the top of the screen, or use the dropdown to view a specific area of the announcement

From the job opportunity announcement, you are able to do the following:

- Apply Online
- Print Preview
- Save Job
- Share Job

If you require additional information or assistance, please review the contents of the Resource Center or contact USAJOBS customer support through the Contact Us page.