

## Search Techniques

### Concept

This document explains the techniques that can be used to search and browse for jobs in the Case Western Reserve University Careers system.

### Procedure

Use these directions to search for jobs in the Case Western Reserve University Careers system.

**Careers**

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

<p><b>Basic Job Search</b></p> <p>Keywords: <input style="width: 90%;" type="text"/></p> <p>Posted: <span style="border: 1px solid black; padding: 2px;">Last Month</span></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a></p>	<p><b>Login</b></p> <p>User Name: <input style="width: 90%;" type="text"/></p> <p>Password: <input style="width: 90%;" type="password"/></p> <p><input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a></p>
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**Latest Job Postings**

Select	Date	Job Title	Job ID	Department
<input type="checkbox"/>	05/14/2010	<a href="#">Associate Director</a>	1019	Career and Student Life
<input type="checkbox"/>	05/13/2010	<a href="#">Research Assistant 3</a>	1015	Genetics
<input type="checkbox"/>	05/13/2010	<a href="#">Dental Assistant 1</a>	1026	Orthodontics
<input type="checkbox"/>	05/13/2010	<a href="#">Librarian 1</a>	1014	Library
<input type="checkbox"/>	05/12/2010	<a href="#">Technician 1</a>	1017	Genetics
<input type="checkbox"/>	05/12/2010	<a href="#">Assistant Director</a>	1011	Admissions
<input type="checkbox"/>	05/12/2010	<a href="#">Research Assistant 2</a>	1013	Genetics
<input type="checkbox"/>	05/12/2010	<a href="#">Specialist 1</a>	1018	Admissions
<input type="checkbox"/>	05/12/2010	<a href="#">Department Assistant 3</a>	1008	Elect. Eng. & Comp. Sc.
<input type="checkbox"/>	05/12/2010	<a href="#">Academic Coordinator</a>	1012	Multicultural Affairs
<input type="checkbox"/>	05/12/2010	<a href="#">Analyst Programmer 1</a>	1010	Information Technology Group

[Select All](#)
[Deselect All](#)

Step	Action
1.	This is the Careers page, where you can register as a job applicant and begin your search for jobs. A list of recent job openings appears in the Latest Job Postings box at the center of the screen.
2.	<p>To view jobs in the Latest Job Postings group box, simply click on a job's title.</p> <p>The navigational arrows at the top of the box enable you to move forward and backward through multiple pages of postings.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>

# Search Techniques

Step	Action
3.	<p>There are several ways to search for and browse the entire database of job postings. One way is to enter a keyword(s), such as "assistant" or "administrator," into the <b>Keywords</b> field located in the Basic Job Search box. The search results will display job postings that contain the keyword in its title or description.</p> <p><b>Keywords:</b> <input type="text"/></p>
4.	<p>Another way to search and browse job postings is to narrow them down by when they were posted. Click the Posted dropdown list and select one of the following search parameters:</p> <p><b>Anytime</b> <b>Last Month</b> <b>Last Three Months</b> <b>Last Week</b> <b>Last Year</b></p> <p><b>Posted:</b> <input type="text" value="Last Month"/> ▼</p>
5.	<p>The Basic Job Search fields can be used to perform searches independently or in combination with each other.</p> <p><b>Keywords:</b> <input type="text" value="computer"/></p> <p><b>Posted:</b> <input type="text" value="Last Three Months"/> ▼</p>
6.	<p>To see additional search fields that can be used, click the <b>Advanced Search</b> link.</p> <p><a href="#">Advanced Search</a></p>

**Job Search**

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Advanced Job Search

[Basic Search](#)
[Search Tips](#)

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Enter Keywords:

Select Locations:

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:

Full/Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Find Jobs Posted Within:

Display Results Sorted By:

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[Basic Search](#)
[Search Tips](#)

Step	Action
7.	<p>The Advanced Job Search screen allows you to narrow job listings by helpful criteria such as:</p> <p><b>Job Families</b>  <b>Full/Part Time</b>  <b>Job Opening ID</b>  <b>Jobs Posted Within (time range)</b></p> <p>It also gives you the option of selecting a sort order.</p>
8.	<p>The job families search list defaults to <b>All Job Families</b>.</p> <p>To search within a single job family, simply click on it.</p> <p>To select more than one job family, press the Control <b>[Ctrl]</b> key on your keyboard each time you select an additional item.</p>
9.	To save the search criteria you entered on the Advanced Job Search screen, click the <b>Save Search</b> button.
10.	To search for job listings matching your search criteria, click the <b>Search</b> button.

**Job Search**

Click icon to view Quick Search criteria

8 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Created	Posting Title	ID #	Job Family
<input type="checkbox"/>	05/13/2010	<a href="#">Librarian 1</a>	1014	Library
<input type="checkbox"/>	05/13/2010	<a href="#">Research Assistant 3</a>	1015	Research
<input type="checkbox"/>	05/13/2010	<a href="#">Dental Assistant 1</a>	1026	Dentistry
<input type="checkbox"/>	05/12/2010	<a href="#">Department Assistant 3</a>	1008	Administrative Support
<input type="checkbox"/>	05/12/2010	<a href="#">Academic Coordinator</a>	1012	Professional
<input type="checkbox"/>	05/12/2010	<a href="#">Research Assistant 2</a>	1013	Research
<input type="checkbox"/>	05/12/2010	<a href="#">Specialist 1</a>	1018	Professional
<input type="checkbox"/>	05/12/2010	<a href="#">Assistant Director</a>	1011	Manager / Supervisor

Select All Deselect All Save Jobs Apply Now

[Return to Previous Page](#)

Step	Action
11.	The <b>Job Search</b> screen will return any job postings that match the criteria you entered. From the search results, you can click on a job's Posting Title link to view its description. If you are registered as an applicant and logged in to the Careers system, you can also save any jobs in which you are interested.
12.	This completes the directions on how to search for jobs in the Case Western Reserve University Careers system. <b>End of Procedure.</b>