Saving a Search on USA Jobs

1) Sign into USA Jobs.

2) Click on the word "Search" on the upper right of the page.

3) Choose any of the filers and location as desired.

4) Click on "Save this Search" found above the first job listing.

5) Give your search a name and choose frequency. Note that jobs do not have to be posted for a minimum number of days and may be posted and closed in less than a week's time.

6) Click save. The email associated with your account will begin to receive notifications.

To change/update the search, you can access in the home screen via the third tab or scroll to the bottom of any page to the menu options and click on "Saved Searches", click on the title of the search you wish to change, click on "Edit Saved Search" located above the first job posting and follow steps 3 through 6.