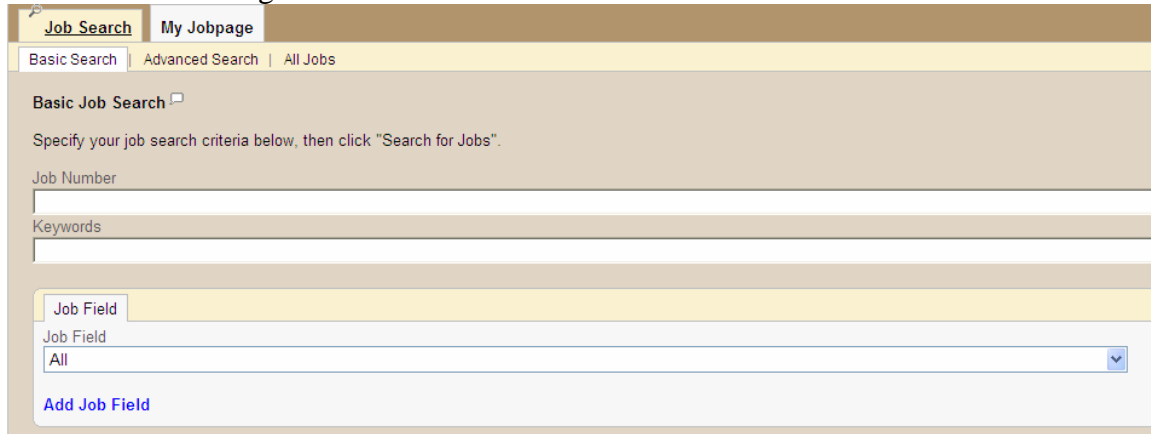


Job Search

Basic Search

A basic job search can be conducted to quickly identify the types of jobs you are most interested in viewing.



The screenshot shows the 'Job Search' interface. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below this, there are links for 'Basic Search', 'Advanced Search', and 'All Jobs'. The main section is titled 'Basic Job Search' and includes the instruction: 'Specify your job search criteria below, then click "Search for Jobs"'. There are three input fields: 'Job Number', 'Keywords', and 'Job Field'. The 'Job Field' dropdown menu is currently set to 'All'. Below the 'Job Field' dropdown is a blue link labeled 'Add Job Field'.

A **Job Number** can be entered into the field below to view a specific job.



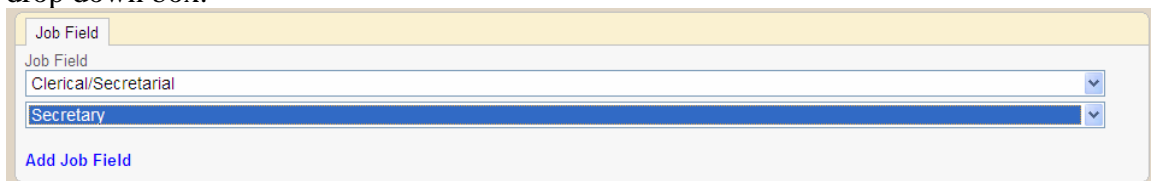
The screenshot shows a single input field labeled 'Job Number' with the value '0700235' entered.

Keywords can be used to view jobs that contain those specific words. This is a literal search so your results may not be accurate. For example, if you search for Accountant but the text in the job is Accounting, the job will not come back on your search as a match. The Keyword search must match exactly.



The screenshot shows a single input field labeled 'Keywords' with the value 'Accountant' entered.

Job Field can be used to view jobs within a specific functional area. If you are interested in Secretary jobs you would choose Clerical/Secretary and then Secretary in the second drop down box.



The screenshot shows the 'Job Field' section. It features two dropdown menus. The first dropdown menu is set to 'Clerical/Secretarial'. The second dropdown menu is set to 'Secretary'. Below the dropdown menus is a blue link labeled 'Add Job Field'.

Searches can also be saved for future use. After creating a basic job search click on the Save this Search link in the right corner of the page. This will prompt you to name the search. Click on Save and the search is saved for future use in the My Jobpage tab under My Saved Searches.

The screenshot shows a web interface for job searching. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below these are links for 'Basic Search', 'Advanced Search', and 'All Jobs'. The main section is titled 'Basic Job Search' and includes a 'Save this Search | Hide Search Criteria' link. A prompt asks the user to 'Specify your job search criteria below, then click "Search for Jobs"'. The 'Saving Search Queries' section is highlighted, containing a text input for 'Search Query Name' with the value 'Human Resources' and 'Save' and 'Cancel' buttons. To the right, there is a 'Where are my saved searches?' section with a link to 'Access My Saved Searches'. Below the search criteria, there are input fields for 'Job Number' and 'Keywords'. A 'Job Field' section contains two dropdown menus, both currently set to 'Human Resources'. On the right side, there are 'Search Tips' and 'Saving searches' sections with explanatory text.

Additional Features

By utilizing the following 2 drop down menus the search results you can adjust the way you view your search results.

The Results per page drop down allows the user to view 5, 20, 25, 50 or 100 jobs per page. This limits the number of pages the user will need to page through to view all of the posted jobs.

The Sort by drop down allows the user to sort the jobs by Posting Date and Job Title.

The screenshot shows two dropdown menus. The first is labeled 'Results per page' and is set to '10'. The second is labeled 'Sort by' and is set to 'Posting Date (Descending Order)'. Both dropdowns have a blue arrow on the right side.

Next to the title of each job posting there is a "Bubble". If you hover over the bubble with your mouse it will give a brief description of the position. This can save you time by not having to click into every posting to view the description.

Technical Assistant - Butlerville, IN - Southeast Purdue Agricultural Center - Full-time

IN-West Lafayette
Job Posting: Dec 7, 2007 - Job Number 0700659

[Apply](#) | [Add to My Job Cart](#)

Administrative Assistant for Advancement - West Lafayette

IN-West Lafayette
Job Posting: Dec 7, 2007 - Job Number 0700667

[Apply](#) | [Add to My Job Cart](#)

Secretary IV - West Lafayette - Child Development and Family

IN-West Lafayette
Job Posting: Dec 7, 2007 - Job Number 0700658

[Apply](#) | [Add to My Job Cart](#)

Secretary V - Indianapolis - Department of Pharmacy Practice - Full-time

IN-West Lafayette
Job Posting: Dec 7, 2007 - Job Number 0700380

[Apply](#) | [Add to My Job Cart](#)

**Secretary V - Indianapolis -
Department of Pharmacy Practice**

Provide secretarial support. Assist faculty, graduate students, and pharmacy students in the Indianapolis office for the Department of Pharmacy Practice. Schedule meetings, answer phones, prepare documents, and assist with preparation of research grants. Assist with recruiting process. Assist faculty with course syllabi, tests, and student orientations. This position is located in Indianap...

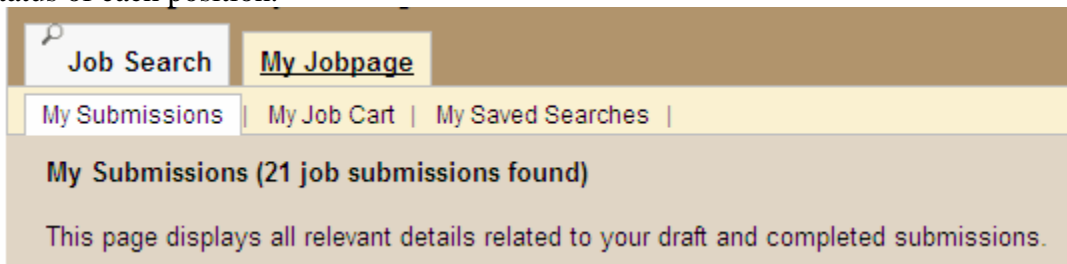
My Jobpage

The My Jobpage tab gives the job seeker an opportunity to:

- Keep track jobs they have applied for on-line in one convenient spot.
- Collect jobs in a job cart and apply for them at one time instead of individually.
- Create job searches and save them.

My Submissions

The My Submissions tab is an excellent way to keep track of the jobs you have applied for. It provides information on the Job Title, Posting Date, Job Status and the Submission Status of each position.



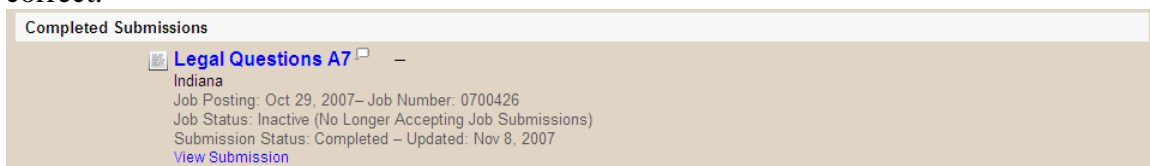
This page contains a record of the following:

(Note the difference in the icons next to the titles.)

Draft Submissions – These are job submissions that you have started but not completed. There is a link available to finish the draft submission so that you are considered for the position.





Completed Submissions – These are job submissions that you have completed. There is a link available to view your submission to verify that all of the information given is correct.



Withdrawn Submissions – These job submissions are ones that you have withdrawn from. This means that you are no longer under consideration for the position. There is a link available to view/edit your job submission and also one to re-apply for the position.

Withdrawn Submissions

 [Clerk IV - West Lafayette - Veterinary Medical Teaching Hospital](#)  - Full-time

IN-West Lafayette
 Job Posting: Dec 3, 2007- Job Number: 0700635
 Job Status: Active (Accepting Job Submissions)
 Submission Status: Withdrawn - Updated: Dec 3, 2007
[View/Edit Submission](#) | [Re-apply](#)

My Job Cart

The My Job Cart tab allows the job seeker to collect jobs in one location to easily apply from one location. Links are available to apply for the job or remove it from your Job Cart.

Job Search | **My Jobpage**

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#)



Highlighted jobs have been added to the job cart within the last 24 hours.

My Job Cart (1 jobs found)

This page displays all jobs that you have added to the job cart.

Jobs per page:

Sort by

 [Administrative Assistant for Advancement - West Lafayette - Science Administration](#)  - Full-time **NEW**

IN-West Lafayette
 Job Posting: Dec 7, 2007- Job Number 0700667
[Apply](#) | [Remove from Job Cart](#)

My Saved Searches

This tab allows you to access searches you have saved and use them again. To run the search again click on the search title and it will take you to the Basic Search page. Run the search again and your results will be updated.

Job Search | **My Jobpage**

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#)

You have saved 1 out of 5 possible saved searches.

My Saved Searches

This page displays all the job searches you have saved previously.

[Human Resources](#) 

Last run: Dec 9, 2007
[3 Job Openings](#) | [Delete](#)

My Account Options

The My Account Options is a link at the top of the page that allows the job seeker to edit the following information in their account by clicking on the corresponding Edit button:

- Personal information – Name and E-mail
- Login information – Username and Password
- Correspondence receipts – Default is set to Yes

Elaine Employment, you are signed in. | [My Account Options](#)

[Job Search](#) | [My Jobpage](#)

My Account | [Deactivate](#)

This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

Properties

Account Creation Date	9/25/07
Last Access to the Submissions List	12/9/07
Last Access to the Referrals List	

Personal Information | [Edit](#)

Elaine Employment L
West Lafayette, 47906
United States—Indiana—Lafayette
elaineemployment@purdue.edu

Email Address: elaineemployment@purdue.edu

Login Information | [Edit](#)

Sign In and Password

User Name	runner
New Password	*****

Correspondence | [Edit](#)

Send me my correspondence in the following language (not all correspondence is available in all languages):	English
Send me an email notification whenever a new position matching my profile is posted (job posting notification).	Yes
Send me an email acknowledgment when you receive my job submission.	Yes
Send me a rejection letter when my job submission is not selected.	Yes