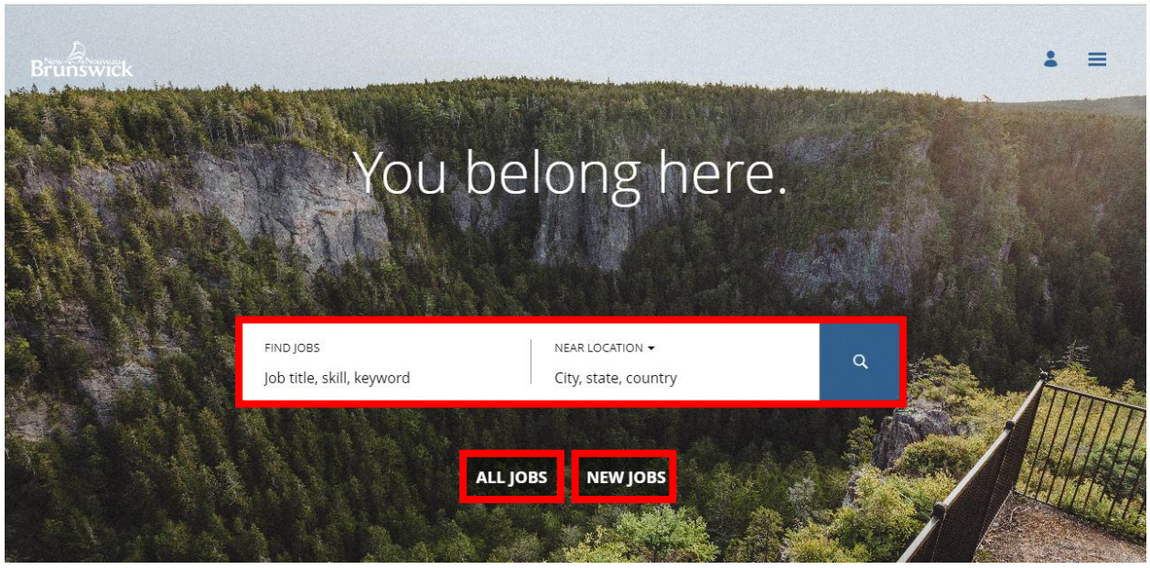
Job Aid: Search for a job (external)

Description: Use this job aid when you want to search for a job on the career portal.

Note: It is not required to fill out the optional fields, nor is it recommended to do so.



Search with keywords:

Step 1. Go to the **career portal**
Step 2. Enter **[Keyword]** in the search box.
Step 3. Click on the **search** button (magnifying glass).
Step 4. Click on an open **Job tile**.
Step 5. Click **Apply Now** button.

Search all jobs:

Step 1. Go to **career portal**.
Step 2. Click on **ALL JOBS** to see all job postings.
Step 3. Click on **Filter/Sort** and select the desired filters for your job search.

Search new jobs:

Step 1. Go to **career portal**.
Step 2. Click on **NEW JOBS** to see a list of new opportunities.
Step 3. Click on **Filter/Sort** and select the desired filters for your job search.