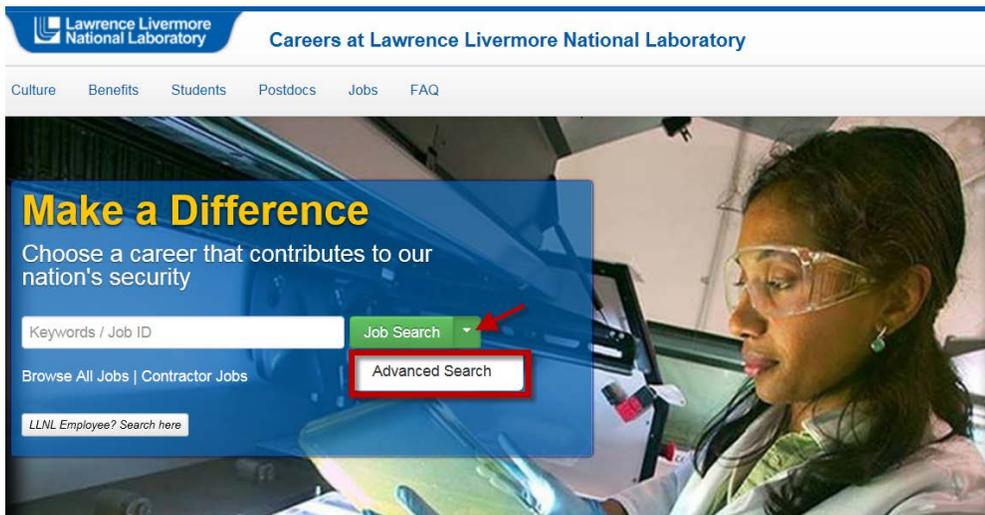


Job Search Agents

You can set up a job search agent on the Lawrence Livermore National Laboratory (LLNL) Careers Page so that you are automatically notified by email when new job postings that match your desired criteria are listed.

Following are instructions for setting up a job search agent:

1. Access the [LLNL Careers website](#)
2. Click on the arrow to the right of the “Job Search” field, then click on “Advanced Search”:



3. Enter your search criteria
 - Enter a keyword or phrase associated with the types of positions in which you are interested; these could be words such as ‘data systems’, ‘optoelectronics’ or ‘postdoctoral’
 - Choose an organization if you would like to limit your search to jobs within a particular organization
 - Specify what types of jobs you are interested in by indicating one or more job families
 - Select your desired job location(s)
 - **Note:** you may enter as much or as little search criteria as you like

Jobs

Advanced Search [basic search](#)

Keywords / Job ID

Organization

Job Family

Location

Posted Within

 ▾

Results Per Page

 ▾

4. Click on “Create a Job Alert”:

Jobs

Advanced Search [basic search](#)

Keywords / Job ID

computer scientist

Organization clear all

1 selected ▾

Job Family clear all

2 selected ▾

Location clear all

1 selected ▾

Posted Within

Any ▾

Results Per Page

25 ▾

Search

11 jobs found matching your query [Create a Job Alert](#)

5. On the pop-up window:

- Edit the name of your job search agent (if desired)
- Enter your email address
- Identify how often you would like to receive notifications (the default value is “Weekly”)
- Click on “Create”

CREATE JOB NOTIFICATION

Name of Job Notification *required*

Jobs matching 'computer scientist'

Enter email address

required

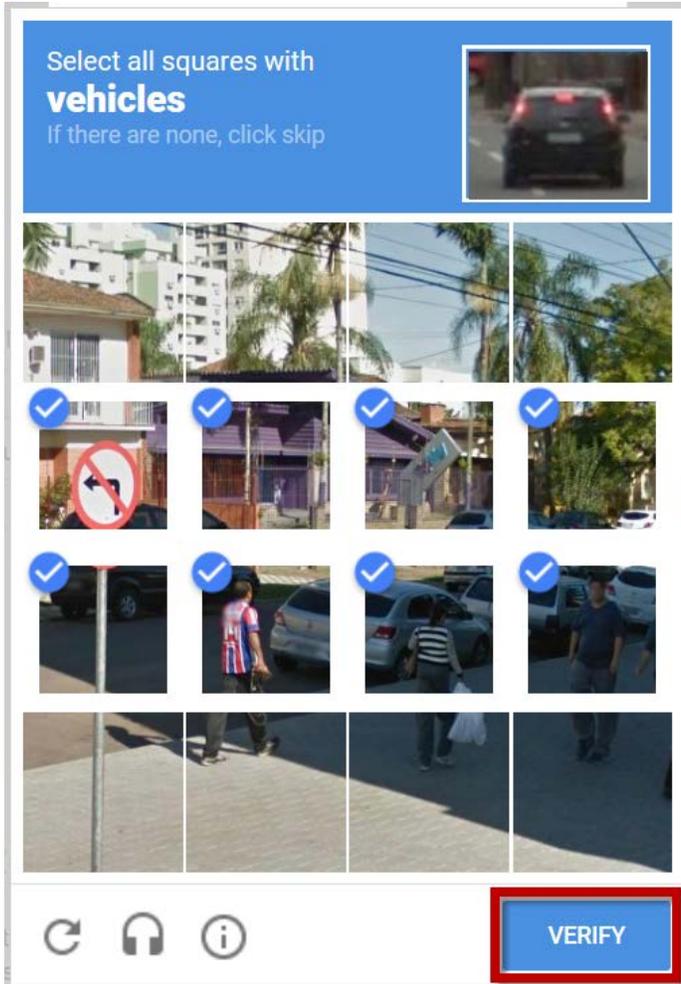
Frequency

Weekly ▾

Cancel

Create

6. Perform the required verification by selecting any tiles you see with the object described in the text, then click on "Verify":



7. A confirmation notice will appear:

Your notification has been created. You will receive an email confirmation shortly.

Close

8. If you wish to cancel your job search agent, click on the cancellation link within the email notification and you will be unsubscribed:

You are receiving this email because you have subscribed to a Job Notification from LLNL.

There are new jobs available matching your search criteria that you created for Job Notification

[View jobs now](#)

If you wish to stop this job notification, click [here](#).

If you have any questions regarding job search agents, please contact the Careers Help Desk at careers-help@llnl.gov or 925-422-0045.