

Job Search Agents

You can set up a job search agent on the 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 'Log in to your profile':



3. Enter your Careers Page login information, then click on 'Login' (if you've forgotten either your User Name or Password, click on the 'Login Help' link). Access the 'Register Here' link if you do not have an applicant profile:

Login

You must login or register in order to continue.

[Register Here.](#)

A screenshot of the LLNL Careers website login form. The form is titled "Login" and contains two input fields: "User Name:" and "Password:". Both fields are highlighted with red boxes. Below the input fields is a "Login" button, also highlighted with a red box. To the right of the "Login" button are two links: "Login Help" and "Register Now".

[Return to Previous Page](#)

4. Click on the 'Advanced Search' link:

Careers Home

Welcome

Basic Job Search

Keywords:

Posted: ▼

[Advanced Search](#)

5. 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 'computer science', 'engineering' or 'PhD'
 - Select your desired job locations
 - Specify what types of jobs you are interested in by indicating a job family
 - You may limit your search to one particular job family
 - If you would like to select multiple job families, hold down the Ctrl key (use the Command key if you are using a Mac) while making selections
 - You may include all job families by choosing the 'All Job Families' option
 - Choose an organization if you would like to limit your search to jobs within a particular Directorate
 - Leave the following fields blank:
 - Job Opening ID
 - Find Jobs Posted Within

Note: you may enter as much or as little search criteria as you like

6. Click on the 'Save Search' button:

Job Search

Use Saved Search:

Advanced Job Search

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

Enter Keywords:


Select Locations:

- All Job Locations
- Berkeley, CA
- Emeryville, CA
- Las Vegas, NV
- Livermore, CA

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

Select Job Families:

- All Job Families
- Administrative/Management
- Post Docs
- Science & Engineering
- Students & Faculty

Organization: 

Exclude Internal Postings

Job Opening ID:

Find Jobs Posted Within:

Display Results Sorted By:

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

7. On the 'Save Search' page:
 - Enter a name for your job search agent
 - Place a checkmark in the 'Use as Job Agent' checkbox (if you do not do so, you will not receive the email notifications)
 - Indicate the email address to which you would like the notifications sent (if you would like to have notifications sent to more than one email address, you may list them, but will need to separate them with a semicolon. For example: mouse2@gmail.com; mickey@yahoo.com)
 - Click on the 'Save Search' button

Save Search

Save Search

*Name your search:

Use As Job Agent

Send Job Agent notification to:

Save Search
Cancel

8. The following will display once you have saved your search:

[Careers Home](#)
 [Job Search](#)
 [My Saved Jobs](#)
 [My Saved Searches](#)
 [My Career Tools](#)
 [Logout](#)

My Saved Searches

Saved Searches and Job Agents					
Saved Search	Created On	Job Agent Email Address	Edit	Delete Search	Run Search
MY JOB SEARCH	02/26/2015	mickey@yahoo.com	Edit	Delete Search	Run Search

To edit or delete your search, you will need to navigate back to this page by logging in to the Careers Page (click on the 'Returning Applicant Login' button once you've accessed the Careers Page), then click on the 'My Saved Searches' link.

9. The job search agent process runs nightly, and you will receive an email notification whenever a newly posted position matches your search criteria; to view the job description for a position, click on the appropriate link. Following is an example:

Dear Subscriber,

Here are the latest job postings that match your selection criteria: (Please note that this job search agent will expire 99 days after initial creation)

External Applicant Opportunities:

[11687: Business Operations Spec 2](#)

[11638: Administrative Specialist IV](#)

[11697: Paralegal](#)

If you have any questions regarding setting up or maintaining a job search agent, please contact the Careers Help Desk at careers-help@ltnl.gov or ext. 2-0045.