

Job Bank Reference Guide

Jobs

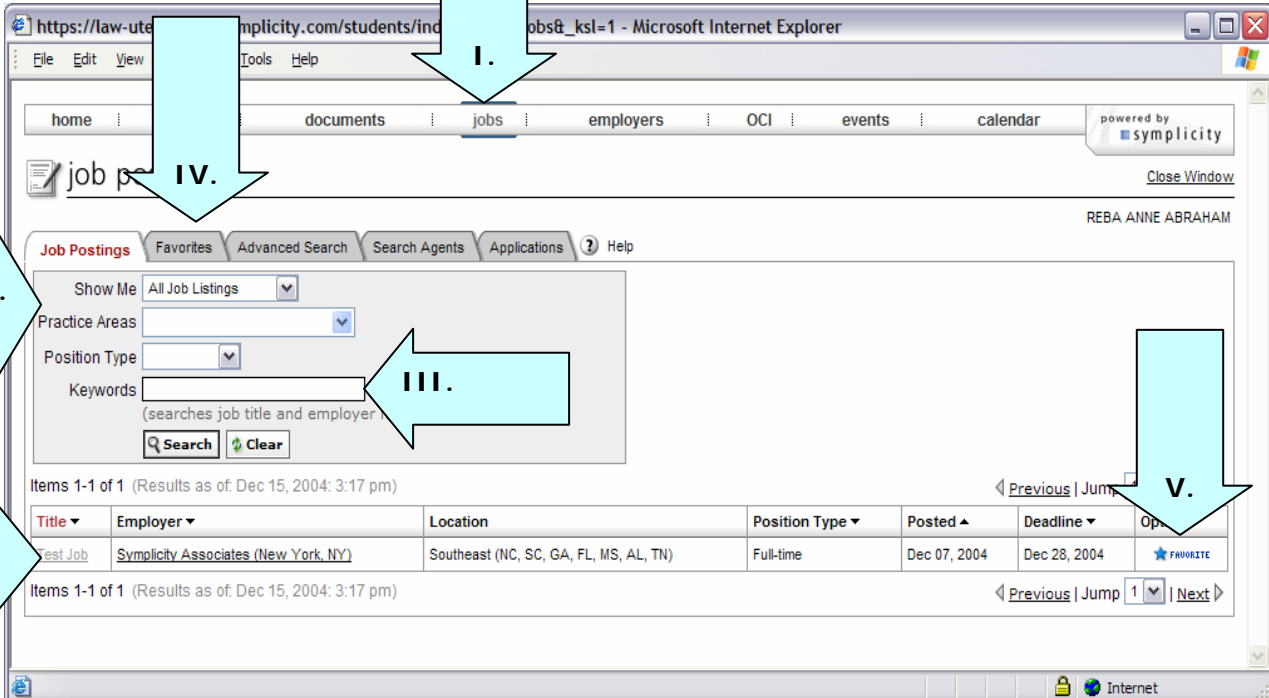
Job Postings displays employer job postings. Students may submit resumes to job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

Apply for Jobs

Jobs List

- I. View job postings by clicking on JOBS from the top navigation bar.
- II. Sort the job list by Practice Area, Position Type, etc. by utilizing the dropdown menus at the top.
- III. Find a specific job by inputting details into the Keyword Search box on the top right, and then click the Apply Search button
- IV. Mark a job as a "favorite" by clicking on the "Add to Favorites" icon on the right.
- V. View all favorite jobs under the Favorites tab.
- VI. Review Position Details by clicking on a link in the Title column.
 - Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
 - Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the Submit button from Application Status on the right.

Job Postings Screen



The screenshot shows the Job Postings screen in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://law-ute...mplicity.com/students/inc...jobs&_ksl=1. The browser's menu bar includes File, Edit, View, Tools, and Help. The navigation bar contains links for home, documents, jobs, employers, OCI, events, and calendar. A search bar is located on the right side of the navigation bar. The main content area has tabs for Job Postings, Favorites, Advanced Search, Search Agents, Applications, and Help. Below the tabs, there are search filters: Show Me (All Job Listings), Practice Areas, Position Type, and Keywords. A search button and a clear button are also present. Below the search filters, there is a table of job listings. The table has columns for Title, Employer, Location, Position Type, Posted, Deadline, and Op. The first row shows a job listing for Simplicity Associates (New York, NY) in Southeast (NC, SC, GA, FL, MS, AL, TN) as a Full-time position, posted on Dec 07, 2004, with a deadline of Dec 28, 2004. A star icon labeled 'FAVORITE' is next to the job listing. The table is paginated to show 1 of 1 items. The status bar at the bottom of the browser window shows the Internet icon.

Title	Employer	Location	Position Type	Posted	Deadline	Op.
Best Job	Simplicity Associates (New York, NY)	Southeast (NC, SC, GA, FL, MS, AL, TN)	Full-time	Dec 07, 2004	Dec 28, 2004	★ FAVORITE

Advanced Search

- VII. Refine the job list by clicking on the Advanced Search tab.
- VIII. Save the advanced search as a search agent by clicking on the Advanced Search tab, check-marking Save As, and then inputting Search Agent name.
- IX. Select Locations, Position Types, etc. to run a combination search for the jobs list.
- X. Run the search by clicking the [Submit] button.
 - The search results will display under the Search Results tab.
- XI. View a list of search agents by clicking on the Search Agents tab.
- XII. Review and/or edit a Search Agent by clicking on a link in the Label column (not shown).
 - Enable a Search Agent by clicking Yes, and then setting a Period and a Multiple, and then clicking the Submit button.
 - CSM will run enabled Search Agents automatically, and then email the results.

Advanced Search Screen

