

# DID YOU KNOW

## How to get e-mail notifications of federal job postings?

Did you know that USAJobs service can notify you of job postings in your areas of interest? By using the USAJobs Search Agent, you can set up criteria that will deliver vacancy announcement notifications directly to your desktop.

To utilize this option, you first need to go to [www.usajobs.gov](http://www.usajobs.gov) and sign into your “MY USAJobs” account (or create an account if you do not yet have one).



On the lower left hand side of the “My USAJOBS” welcome screen, there is a section called “MY JOB SEARCH AGENTS.” Beneath that heading, click on the “Create New Agent” link.

The screenshot shows the USAJOBS website interface within an Internet Explorer browser window. The browser's address bar displays <https://my.usajobs.opm.gov/index.asp>. The website header includes the USAJOBS logo with the tagline "WORKING FOR AMERICA" and the text "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Navigation tabs include "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". A secondary navigation bar contains "Profile", "Resume", "Agents", "Applications", and "Log Out".

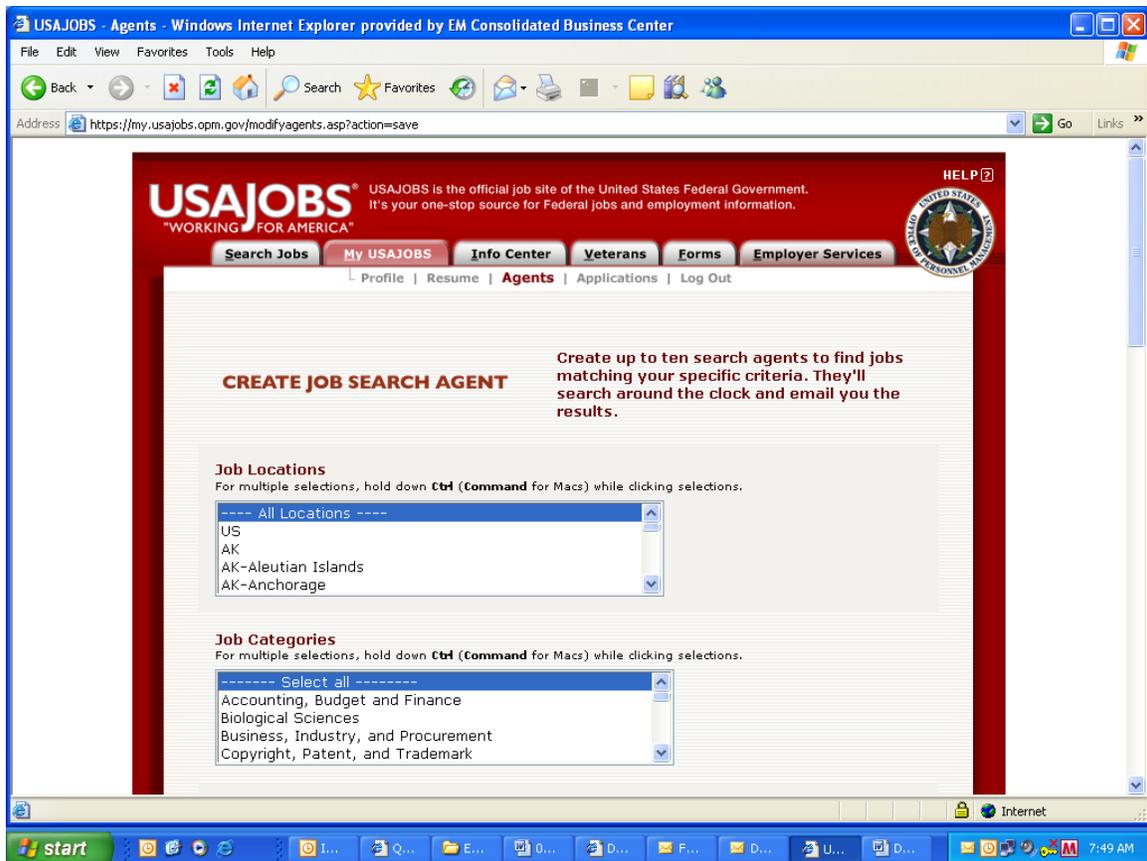
The main content area is titled "Welcome back, Julie Dock". Below this, there are sections for "MY RESUMES" and "MY JOB SEARCH AGENTS". The "MY JOB SEARCH AGENTS" section contains the text "Get your job search agent results here." and a link labeled "Create New Agent". A black arrow points from the "Create New Agent" link to the "NEW USAJOBS Alerts" box on the right. Another black arrow points from the "NEW USAJOBS Alerts" box to the "MY JOB SEARCH AGENTS" section header.

The "NEW USAJOBS Alerts" box contains the following text: "The USAJOBS Team wants to remind you that we NEVER request personal information via unsolicited email (i.e. not a response to an email sent by you). If you ever receive an e-mail message that appears to be from USAJOBS, but you suspect that it is not legitimate, we request that you take the following actions: 1. DO NOT respond to the e-mail 2. DO NOT click on any links within the email 3. Forward the e-mail in its entirety to: [mayday@fedjobs.gov](mailto:mayday@fedjobs.gov) 4. Delete the e-mail upon forwarding to USAJOBS".

The Windows taskbar at the bottom shows the Start button, several open application windows, and the system tray with the time 7:49 AM.

There are various fields to select in this job search agent that will tailor your job search to criteria that is important to you. For example, it will select vacancies by:

- Job Locations (i.e., select by country, by state, by city)
- Job Categories (e.g., general area of interest)



- **Occupational Series** (this area sorts by job title, not by series number)
- **Government Agency** (i.e., DOE only)
- **Salary range or grade range** (GS or \$\$ range)
- **SES** (i.e., you can restrict your search to only SES positions)
- **Applicant Eligibility:** **VERY IMPORTANT to click “YES”** in this area indicating you have civil service status. This means that you will receive both merit promotion and public notice announcements. Leaving this area to the default (i.e., NO) selection will result in you only receiving the public notice announcements (e.g., DEU “public notice” postings open to the general public only). A YES selection will result in you receiving notification of all merit promotion job postings, to include those restricted to EMCBC employees, as well as those postings that are open to members of the general public.

The screenshot shows the 'Agents' page on USAJOBS. The browser window title is 'USAJOBS - Agents - Windows Internet Explorer provided by EM Consolidated Business Center'. The address bar shows the URL: <https://my.usajobs.opm.gov/modifyagents.asp?action=save>.

The page contains several sections for filtering search results:

- Occupational Series:** For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections. The dropdown menu shows:
  - Select all -----
  - 9924 - Able Seaman
  - 9925 - Able Seaman (Maintenance)
  - 0510 - Accountant
  - 0500 - Accounting Budget and Finance
- Agencies:** For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections. The dropdown menu shows:
  - Select All ----
  - Abraham Lincoln Bicentennial Commission
  - Advisory Council on Historic Preservation
  - African Development Foundation
  - Agency For International Development
- Salary Range:** from [ ] to [ ] OR **Pay Grade Range:** from [ ] to [ ]
- Senior Executive:**  Restrict results to only Senior Executive Service postings that match this search criteria
- Applicant Eligibility:** Are you a:
  - Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
  - Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
  - Person with non-competitive appointment eligibility?

At the bottom of the Applicant Eligibility section, there are radio buttons for  No and  Yes.

Fill in the applicable fields to indicate how often you want notification e-mails and what kind of work schedule (full time and/or part-time).

To create your agent, give your agent a name (Agent Title - required field), and click on “Save Agent.”

USAJOBS - Agents - Windows Internet Explorer provided by EM Consolidated Business Center

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Home Folder Mail Print Search Go Links

Address <https://my.usajobs.opm.gov/modifyagents.asp?action=save> Go Links

**How Often Do You Want to Receive Email Notification?**  
 Daily  Weekly  Bi-Weekly  Monthly  None

**Position Type**  
Select the type of job you would like to search for.  
 Part-Time  Full-Time

**Title Search**  
Use keywords that are in the title of job of interest.

**Search Keywords**  
Use keywords to describe your specific skills or areas of interest.

**Agent title \***  
Use a name to personalize your search agent.

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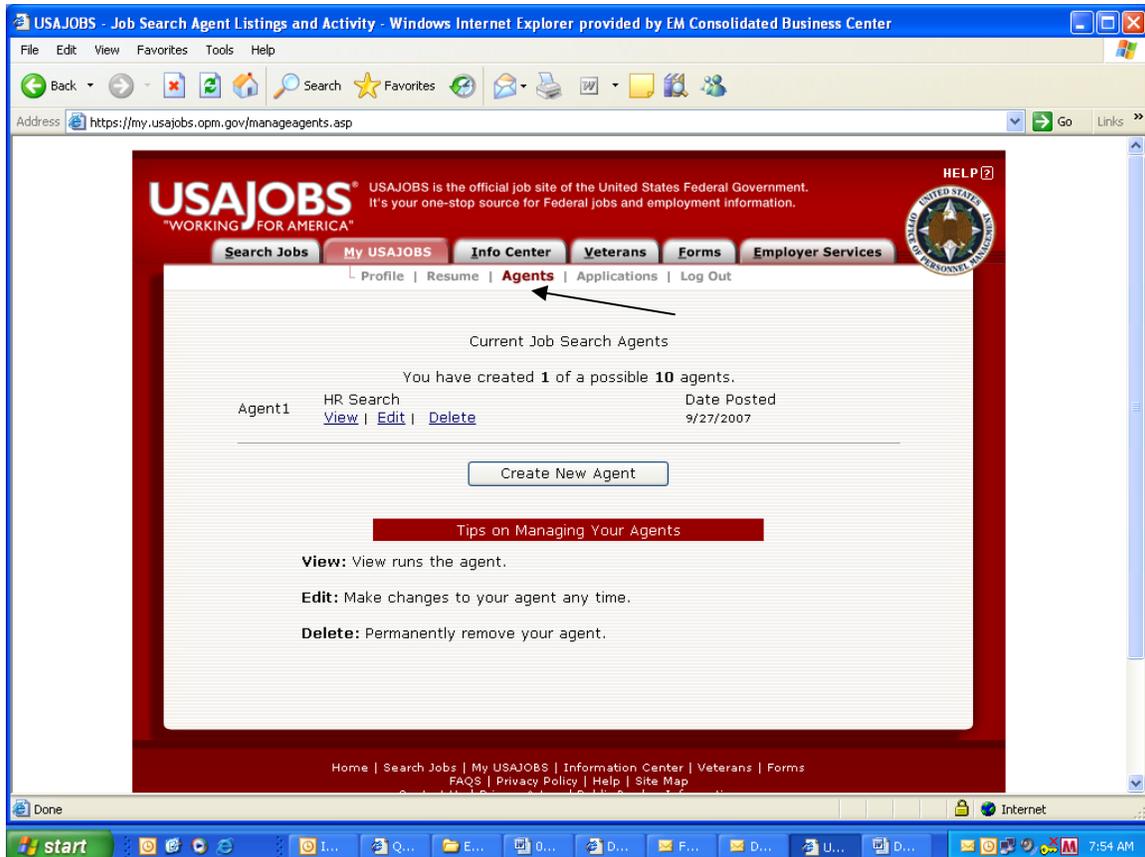
Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms

start Internet 7:50 AM

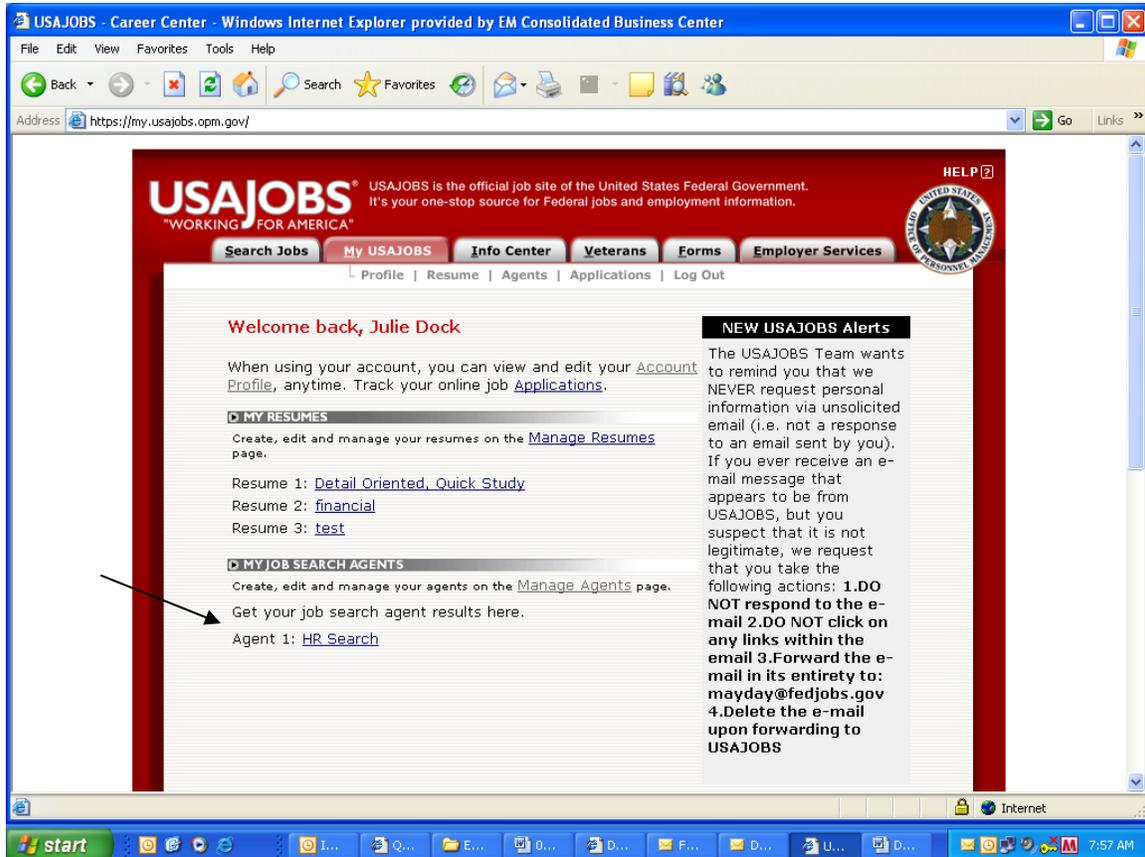
Your newly created agent now appears on your “Agents” tab located directly below the main toolbar.

At any time, you may view, edit or delete jobs listed under your agent’s listing.

You may also create another search agent by selecting the Create New Agent icon. You may establish up to 10 different search agents, each with its individual search criteria.



To access your job postings: When on your “My USAJOBS” screen, click on one of your Agents listed (e.g., Agent 1, Agent 2, etc.) and it will link you to current postings matching your search criteria specific to that particular job agent.



Your postings will be sorted by their closing date.

The screenshot shows the USAJOBS website interface. At the top, there's a navigation bar with links for Search Jobs, My USAJOBS, Info Center, Veterans, Forms, and Employer Services. Below this is a search bar with a 'REFINE' button. The main content area displays 'Job Search Results' for 'Human Resources Specialist' positions. Two results are visible, both with a closing date of 9/27/2007. The first result is for the Agriculture, Forest Service in Albuquerque, NM, with a salary of 35,752.00+. The second result is for the U.S. Army Accessions Command in Ft. Knox, KY, with a salary of 52,912.00+.

Closing	Job Summary	Agency	Location	Salary
9/27/2007	<p><a href="#">Human Resources Specialist</a></p> <p>Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for USDA Forest Service applicants. Even if you have already <a href="#">[more]</a></p> <p><b>Vacancy Ann.#:</b> ADS07-HCM-ACC025-4152DP (E-Public)  <b>Who May Apply:</b> GS-0201-07/11  <b>Pay Plan:</b> GS-0201-07/11  <b>Appointment Term:</b> Permanent  <b>Job Status:</b> Full-Time  <b>Opening Date:</b> 9/21/2007  <b>Salary:</b> From 35,752.00 to 68,787.00 USD per year</p>	Agriculture, Forest Service	US-NM-ALBUQUERQUE, NM	35,752.00+
9/27/2007	<p><a href="#">Human Resources Specialist (Military)</a></p> <p>Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military</p>	U.S. Army Accessions Command	US-KY-KY - Ft. Knox	52,912.00+

In addition to being able to access your search agent postings via the “My USAJOBS” icon, you will also receive e-mail alerts each time a new job posting matches one of your search criterion. Keep track of your career by receiving e-mails alerting you of great job opportunities (to include those at the CBC). Just keep in mind - these e-mails will be delivered to the e-mail account you established in your “My USAJobs” profile.

USAJOBS® logo, Working for America

### Job Search Agent Results

My Search Agent: **HR Search**

[Manage Agents](#)  
[View all opportunities](#) | [Refine Agent](#) | [Disable Agent](#)  
[Forgot your username and password?](#)

Title	Pay Plan/Series/Grade	Salary Range	Agency	Location	Closing Date
<a href="#">Human Resources Specialist</a>	YA-0201-02/02	\$46,041-\$103,220	Department Of Defense/Washington Headquarters Services	US-VA-Alexandria, Arlington & Falls Church, VA	10/17/2007
<a href="#">Human Resources Specialist (Staffing)</a>	YA-0201-2/2	\$40,765-\$76,854	Department Of The Army/Field Operating Agency of Army Staff Resourced OA-22	UK-OA - Throughout Europe	10/16/2007
<a href="#">Human Resources Specialist</a>	YA-0201-12/12	\$56,301-\$73,194	Department Of The Army/Army Forces Command	SA-Riyadh	10/12/2007
<a href="#">Human Resources Specialist (EP/LE)</a>	GS-0201-09/11	\$46,041-\$72,421	Department Of Veterans Affairs/Veterans Health Administration	US-WV-Martinsburg, WV	10/12/2007
<a href="#">Human Resources Specialist (Military)</a>	GS-0201-11/12	\$52,912-\$82,446	Department Of The Army/Army Reserve Command	US-AR-AR - Little Rock	10/16/2007
<a href="#">Human Resources Specialist (ER / LE)</a>	GS-0201-12/13	\$63,417-\$98,041	NASA/Langley Research Center	US-VA-Hampton	10/12/2007
<a href="#">Human Resources Specialist (Military)</a>	GS-0201-13/13	\$66,951-\$87,039	Department Of The Army/Army Installation Management Agency	KR-OP - Korea	10/17/2007
<a href="#">Human Resources Specialist (Info Systems)</a>	YA-0201-2/2	\$40,765-\$76,854	Department Of The Army/Field Operating Agency of Army Staff Resourced OA-22	KR-OP - Korea	10/17/2007
<a href="#">Human Resources Specialist</a>	YA-0201-2/2	\$56,301-\$73,194	Department Of The Army/Field Operating Agency of Army Staff Resourced OA-22	JP-Camp Zama, Japan	11/2/2007
<a href="#">Human Resources Specialist (Military)</a>	GS-0201-11/11	\$53,706-\$72,421	Department Of The Army/Army Human Resources Command	US-VA-VA - Alexandria, Arlington & Falls Church	10/15/2007

To see updated results, including all jobs for this agent, or to change your job search agents, just log into [USAJOBS](#) and click on View next to your search agents.

Thank you for using USAJOBS. We wish you success in your search to join the "Working for America" team.

We hope this helps you further explain the USAJOBS Job Search Agent process. If you have any questions, please contact the Office of Human Resources at (513) 246-0502.

The goal of the EMCBC Office of Human Resources is to be a results-oriented, highly efficient organization that is responsive to our customers’ needs. Please let us know if we have met our goal by completing a [comment card](#). We especially want to hear from you if you have any concerns that require our immediate attention.