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 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.

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)
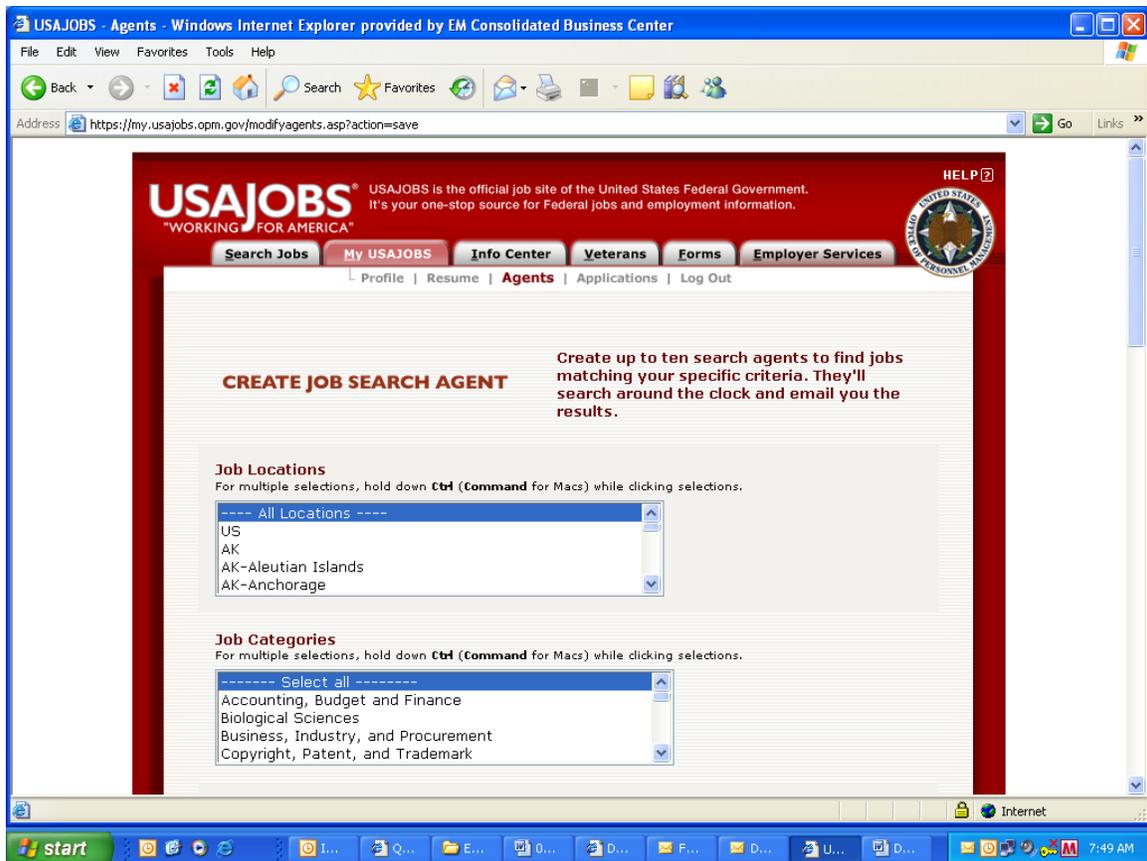
- **Occupational Series** (this area sorts by job title, not by series number)

- **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.

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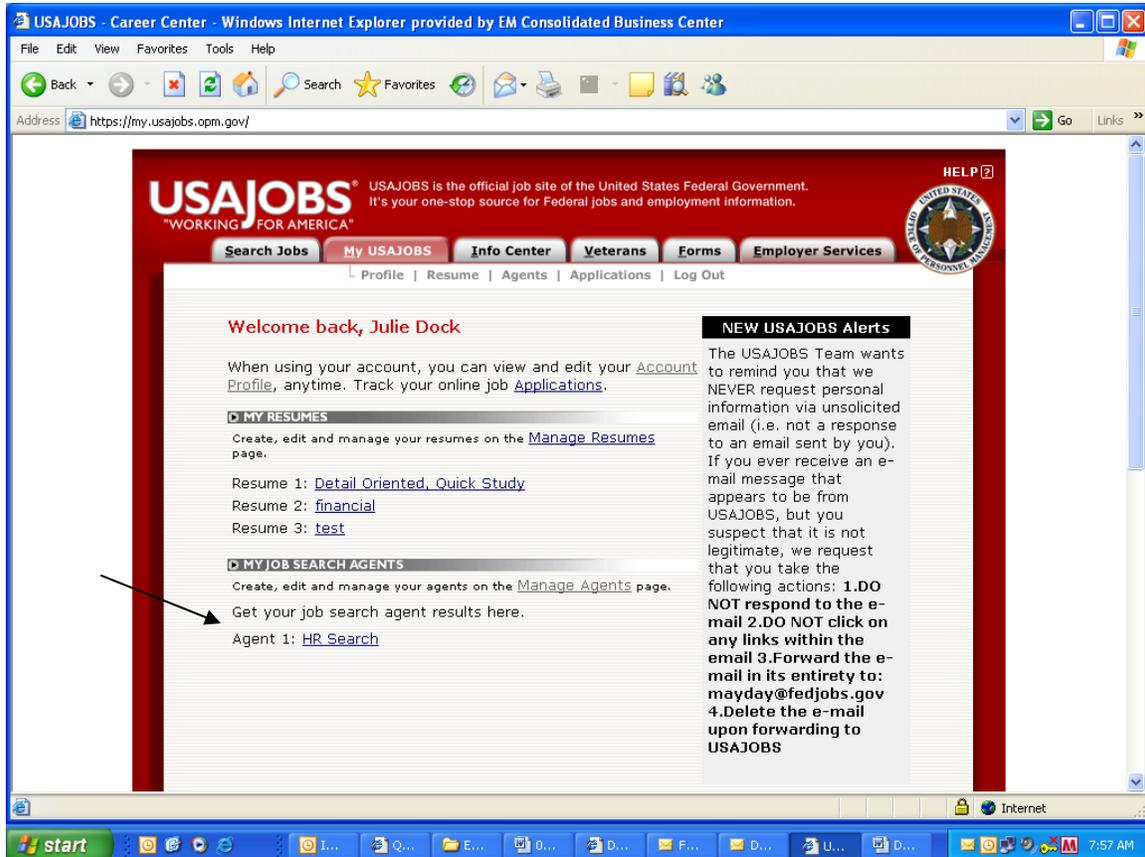
Your newly created agent now appears on your "Agents" tab located directly below the main toolbar.

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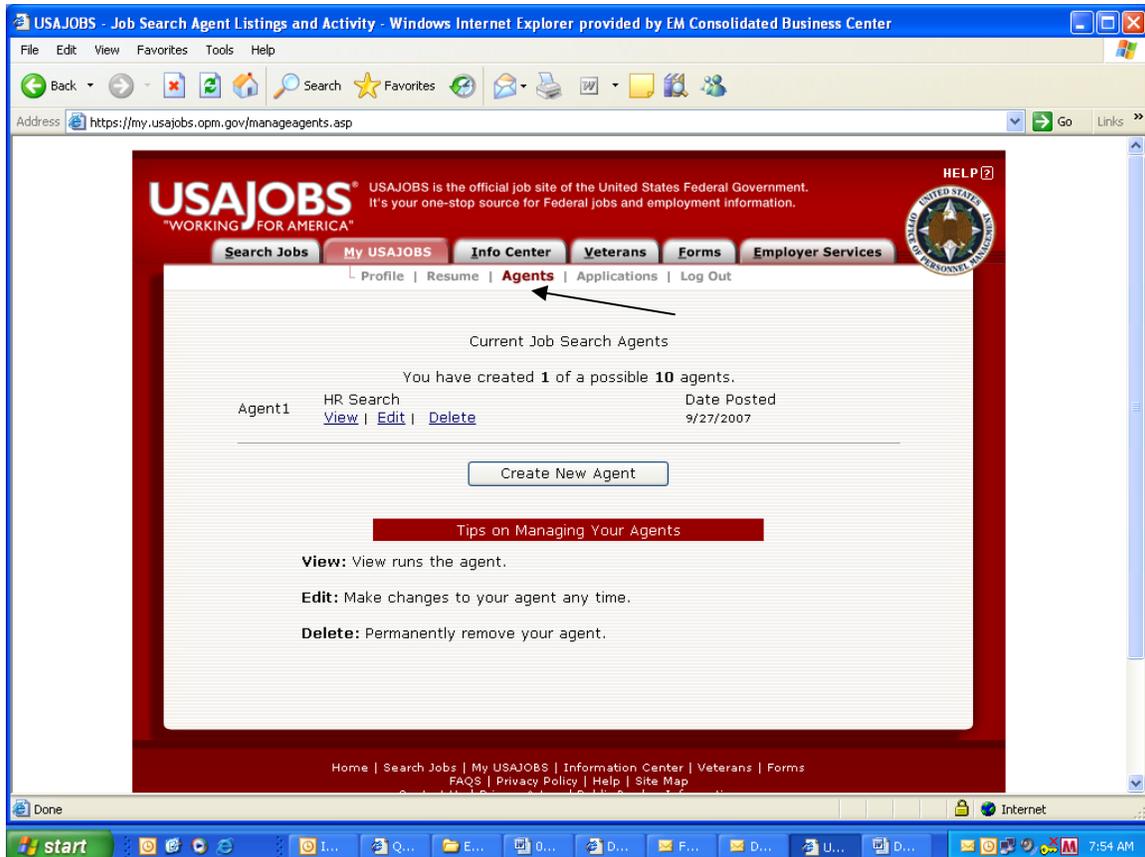
To access your job postings: When on your "My USAJOBS" screen, click on one of your Agents listed (e.g., Agent 1, Agent 2, etc.) and it will link you to current postings matching your search criteria specific to that particular job agent.

Your postings will be sorted by their closing date.

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.

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.