

## Viewing the Job Posting

1	After logging in from the sign in screen click the <b>Advanced Search</b> link.
2	Click <b>All Locations</b> in the <b>Select Locations</b> list. <b>Note:</b> To select multiple locations, press and hold down the <b>Ctrl</b> key while clicking selected locations.
3	Click <b>All Job Families</b> in the <b>Select Job Families</b> list. <b>Note:</b> To select multiple job families, press and hold down the <b>Ctrl</b> key while clicking selected job families.
4	Scroll down the page to find the <b>Find Jobs Posted Within</b> selection box.
5	Click the <b>Find Jobs Posted Within</b> field drop-down menu button.
6	Make a selection from the list of values. <b>Note:</b> The drop down menu buttons may be used to search the <b>Full/Part Time, Regular/Temporary,</b> and <b>Desired Pay fields.</b>
7	Click the <b>Search</b> button.
8	Click the <b>Posting Title</b> link to open and view a job posting.
9	Scroll down the page to review the entire job posting.
10	When the job posting has been reviewed, click the <b>Return to Previous Page</b> link.
11	If necessary, scroll down the page and click on the <b>Posting Title</b> link of additional postings to be viewed.
12	After reviewing all desired job postings, click the <b>Return to Previous Page</b> link to perform any additional searches.
13	Congratulations, you have successfully viewed one or several job postings.