



## Finding Jobs: Setting up Job Search Agents and Webcrawlers for Govt Sector

A successful job searcher will continue to look for and apply to jobs, generally within the first two weeks of a job being posted, until she accepts a position. This means keeping on top of when positions are posted. To become efficient at that, here are some tips for setting up job search agents and webcrawlers, which will automatically notify you when positions of interest are posted.

### How do I know which one is likely to be most useful to me?

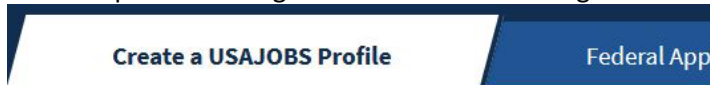
- **Job Search Agents** are platforms generally hosted by a single organization, especially larger ones, like the federal government, individual states and municipalities and ministries of education.
- **Webcrawlers\*** are not organization-specific but rather cull job postings from across the web. These sites are great if you are interested in searching more generally across government subsectors, locations, or for jobs focused on a specific content area or with a certain skill. Sites include Indeed.com and SimplyHired.com.

*\*While webcrawlers can be useful for city and state positions, we recommend USAJobs.gov for Federal job searches since all federal positions are required to be posted there.*

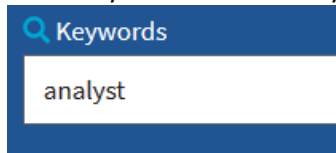
### JOB SEARCH AGENTS

Example: USAJobs.gov (for Federal Job Searches)

1. Visit the Federal Government’s job site here: <https://www.usajobs.gov/>
2. Create a profile and log in to save searches and get email alerts.

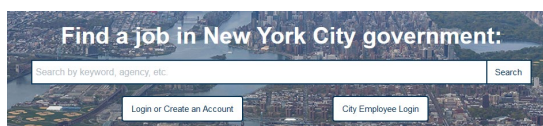
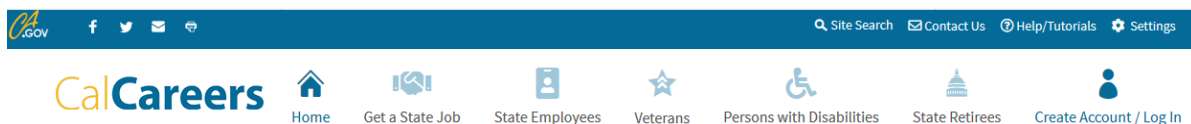


3. Enter keywords into the keyword search field, and click **Search**.



Example: State of California and City of New York (for State and local searches)

1. Search for “State of California jobs” or “City of New York jobs”
2. Create a profile and log in to save searches and get email alerts. (Note: Not all cities have this function. In some cases, you may have to apply to a job before you can create a login.)





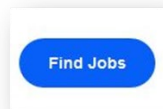
3. Enter keywords into the keyword search field, and click **Search**.

## WEBCRAWLERS

Example: *Indeed.com*

1. To find positions of interest at Indeed.com, visit the site here: <https://www.indeed.com/>.
2. Input keywords into the search box (*Tip: you can also try "city of" and then the role to search beyond one municipality*)

3. Click on *Find Jobs*



4. Enter your email and click **Activate** to be notified of new job postings (and select to be notified of recommended jobs too, if you want)

## FOLLOWING ORGANIZATIONS ON LINKEDIN

Ex: *LinkedIn.com*

1. Visit LinkedIn here: <https://www.linkedin.com/>.
2. Input Government Agency, City or State in *Search* bar
3. Click into Agency, City, or State page
4. Click *Follow* to receive updates, including job postings, from that agency, state, or municipality's page.

