Seneca WORKS
POLYTECHNIC

HOW-TO use Job Search on Career Job Postings board
for Students & Graduates

Contents

View All Available Jobs

To view all jobs currently posted on Seneca Works Career Portal:

1. Click "Job Postings", located under the Career Development tab.
2. Click the "Search" button on the page to view all available jobs currently posted (these would not be specifically targeted to any program).
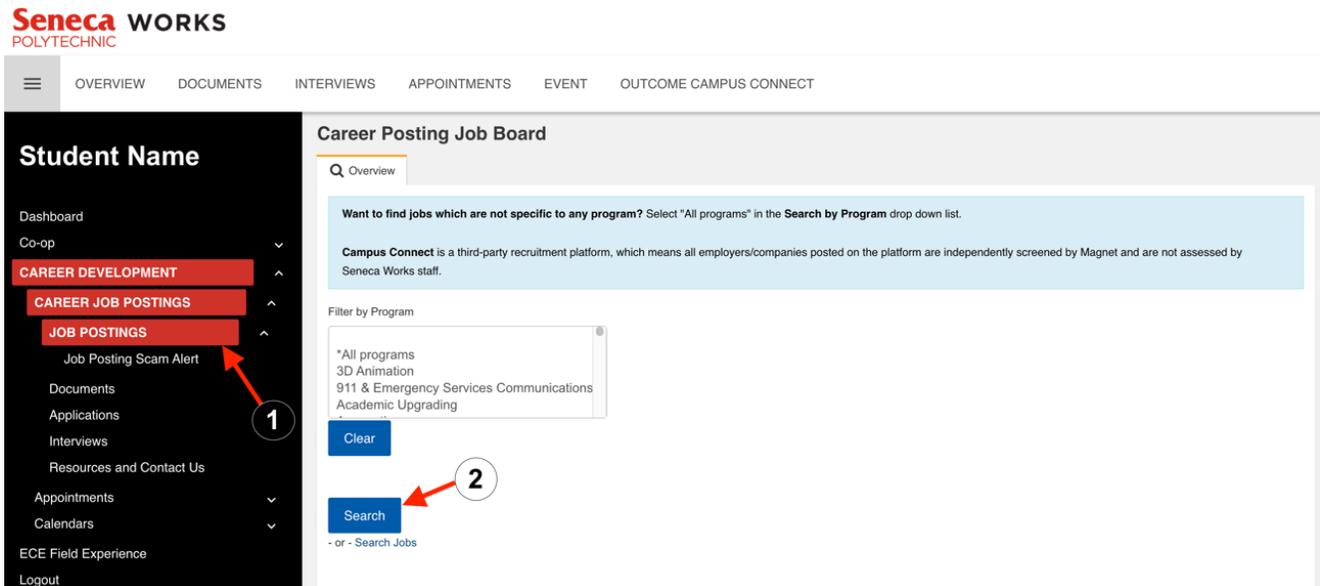
## Search for Program-Specific Jobs

To view jobs related to your program:

1. Click "Job Postings", located under the Career Development tab.
2. Under the "QUICK SEARCHES" section: Select "For My Program" to see all jobs posted to your specific program. Note that this is for students only.
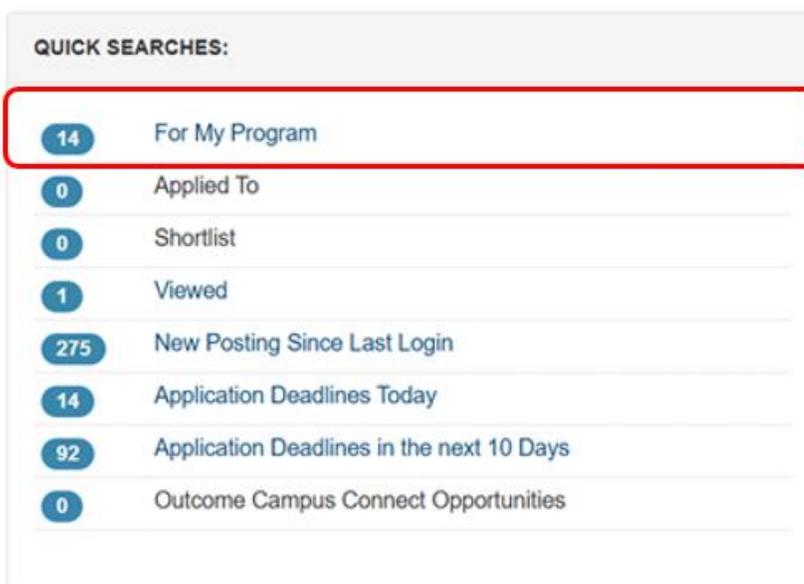
Advanced Job Search

To view jobs by job type (e.g., Part-time, Seasonal), job location and other specific criteria:

1. Click "Job Postings", located under the Career Development tab.
2. Click the "New Search" button located on the page.
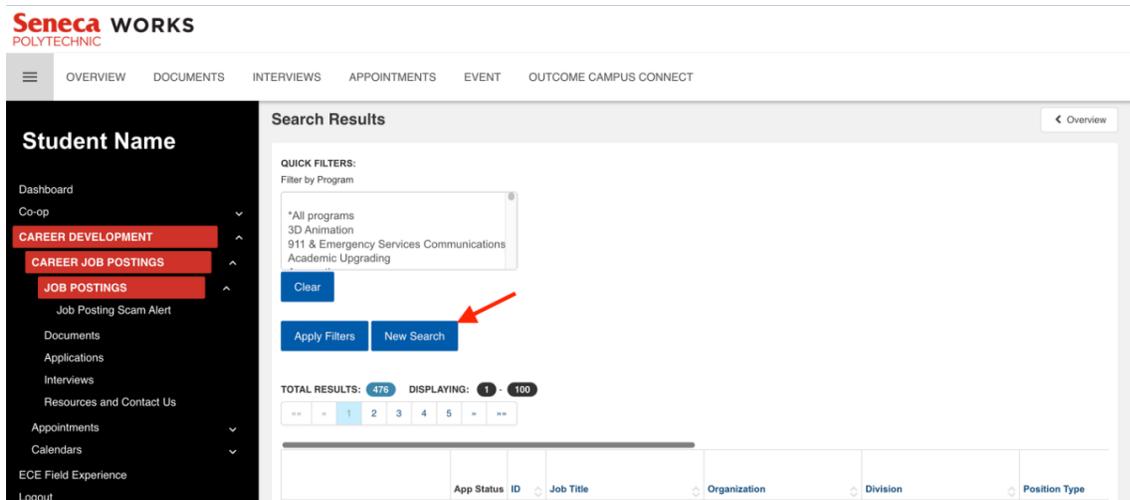
3. Select or fill in the boxes with all your relevant search criteria, and then submit your search by clicking "Search Job Postings".
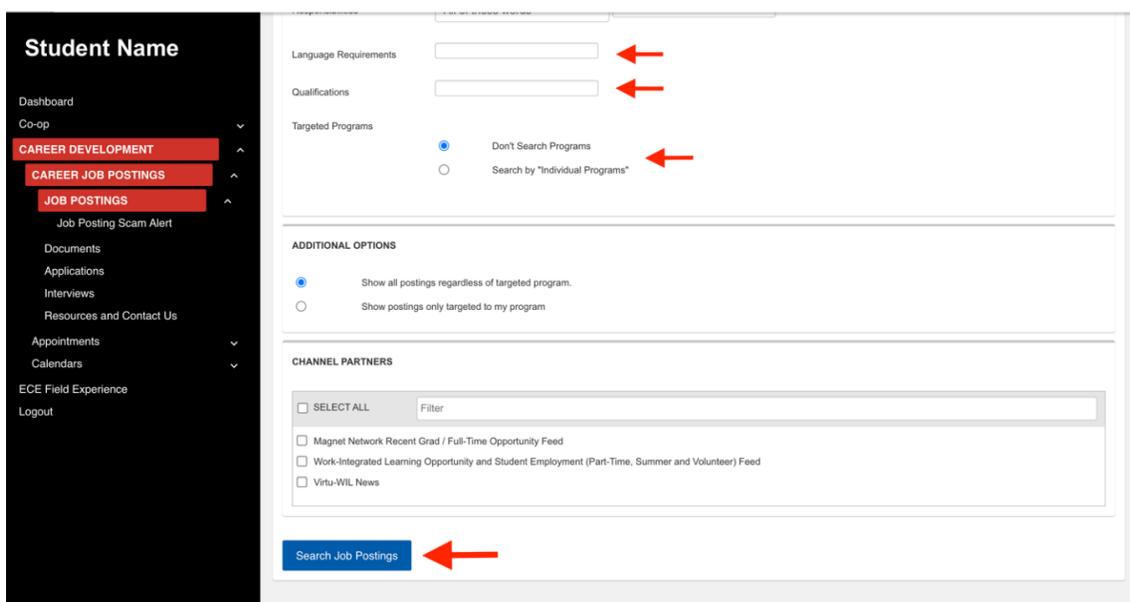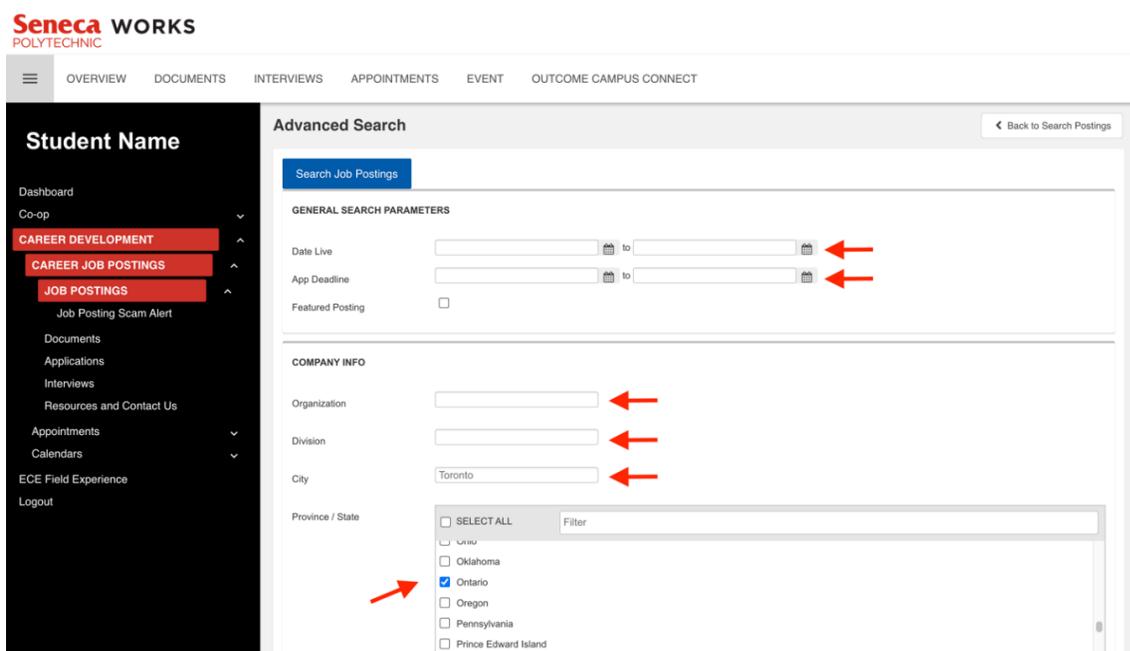
Save Your Searches & Create Email Alerts

If you would like to save a search because you use it often (and/or create email alerts for your saved search criteria):

1. Click "Job Postings", located under the Career Development tab.

2. Once you are finished filtering your specific criteria for job postings, click the "Save My Search Criteria" button on the page.
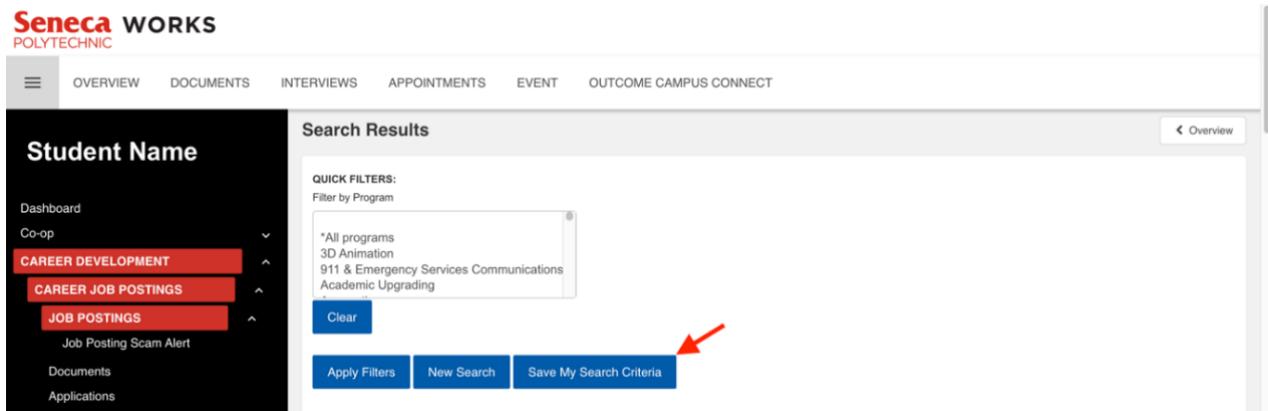
3. A dialog box pops up. Enter a relevant name for your saved search (**1**) and click the confirmation box (**2**) to agree to receive email notifications when new jobs that match your search criteria are posted.
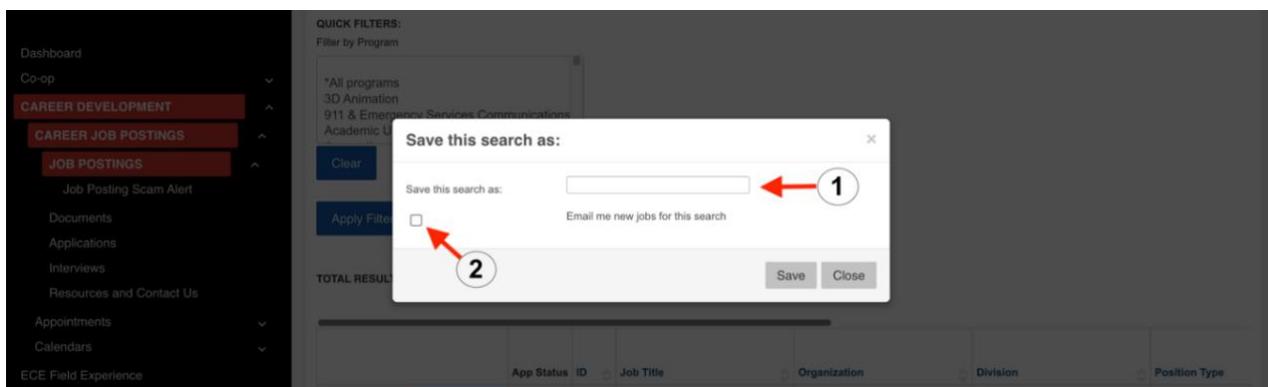
4. You will then see a screen showing all your saved searches. It will include the name of each search, the information whether you have agreed to be notified about new job postings relevant to that search, and the "Delete" button next to each search that you may use to delete saved searches.
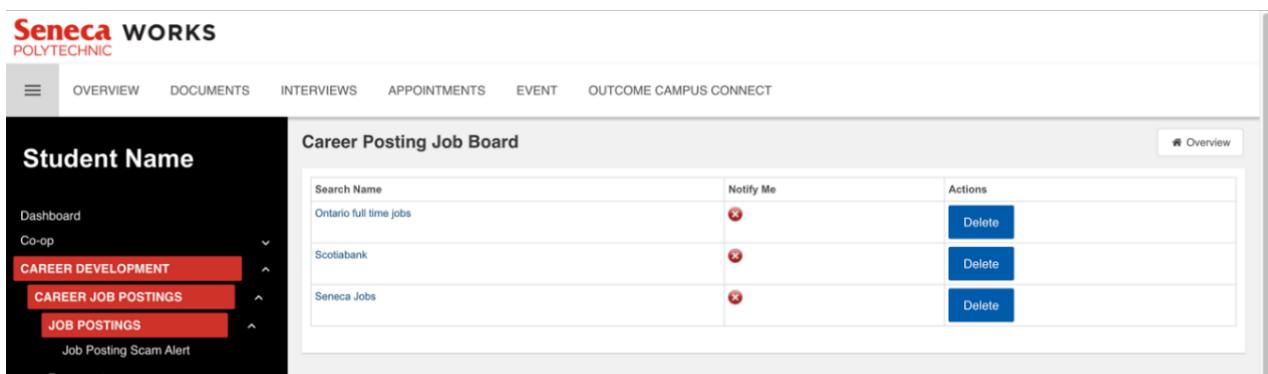
5. To quickly access your saved searches from the main Career menu, click "Job Postings", located under the Career Development tab.

6. Click the "My Saved Searches" drop-down menu and select any of your saved searches in the "MY SAVED SEARCHES" section.