Advanced Search Tutorial

This tutorial will show you how to find federal job opportunity announcements using the Advanced Search functionality of USAJOBS.

You are not required to have an account or be signed into USAJOBS in order to search for a job. You are required to have an account and be signed in before saving a search or applying for job opportunity announcements.

To start, click on the “Advanced Search” link.

From the Advanced Search screen you are able to select search criteria from several different refining fields, such as Keywords, Salary or Pay Grade, and Location. Searches can be broad or narrowed by using the refiners.
To open all of the refining fields at once, you can click on “All Expanded.”

You can also select just a few of the refining fields. For the example below, a user refines a search by opening the Keywords and Location fields (clicks on triangles and types accounting; Pittsburgh, Pennsylvania; and Tampa, Florida). You must at least enter one of the following fields: Keyword, Occupational Series or Job Category, Location, or Department and Agency.
Further descriptions and instructions for each of the refining fields:

**Keyword**
You can select options in the drop down list to search for “All of these words,” “The exact Phrase,” “Any of these words,” and “Words similar to.”

You can also initiate search which doesn’t include certain words by entering text into the box next to “But none of these words.”

**Salary or Pay Grade**
You can search by Salary (and select a range); or by Pay Grade; or you may wish to only show Senior Executive Service Postings. Please note that “Salary” will be default selection when opening this refining field.

**Occupational Series or Job Category**
If you’d like to search by Occupational Series or Job Category, keep in mind that “All Occupational Series” will display as default option.
Location
You can search for jobs by entering in the name of a City, State, or County in the auto complete text box labeled “Show Available Jobs In.” Once your location appears as a choice, click on the one you want and it will appear in the “You Added” box.

If you click on the “Show Additional Location Search Options” link, you can further filter by selecting options to only show “Locations with open jobs” or using default criteria, which is to show “All Locations.”

Department and Agency
You can now search for Departments and Agencies by typing into the “auto complete text box” or...
...by clicking on “Show Additional Department and Agency Search Options” to use the Department and Agency wizard. Fill in the appropriate radio button if you want to show “All Agencies” or only “Agencies with Open Jobs.” The selections will appear in the “You Have Added” box.

![Department and Agency wizard](image)

**Type of Work or Work Schedule**
You can refine your search by identifying desired descriptions of “Type of Work,” (such as permanent, temporary, etc.) as well as “Work Schedule” (full-time, part-time, etc.). The default will be set to search for “All” types of work and work schedules.

![Type of Work or Work Schedule](image)

**Posting Options**
Use this section to exclude jobs that have been open longer than 30 days from your search results. This is also where you can opt to limit a search by how long job has been posted.
Who May Apply
You can refine your search by looking for jobs open to the general public or the jobs open to federal employees, or veterans’ preference and other eligibility categories. By default, “No” is always selected.

Who May Apply
Are you:
- a current or former Federal civilian employee who holds or held a non-temporary appointment
  - In the competitive service in the Executive Branch or in a position not in the Executive Branch specifically included in the competitive service by statute, or
  - In an excepted service position covered by an interchange agreement, or
  - Eligible for reinstatement?
- A Veteran eligible for veterans’ preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

No - I do not fall into one of these categories and only want to see jobs open to the general public.
Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.