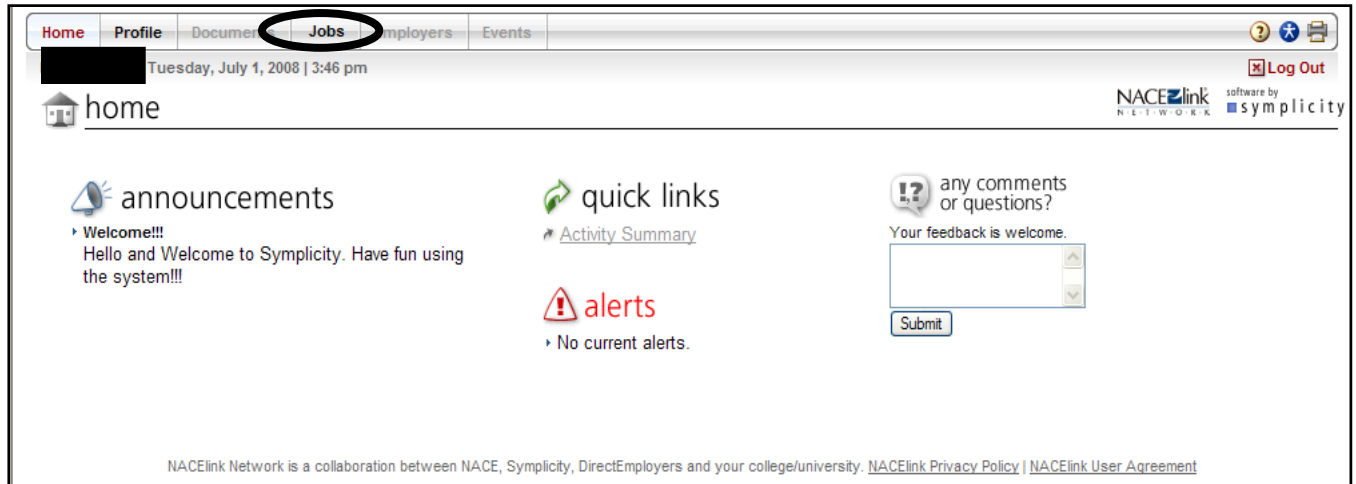


# COCCStudentJobs Instructions

## Searching for Jobs

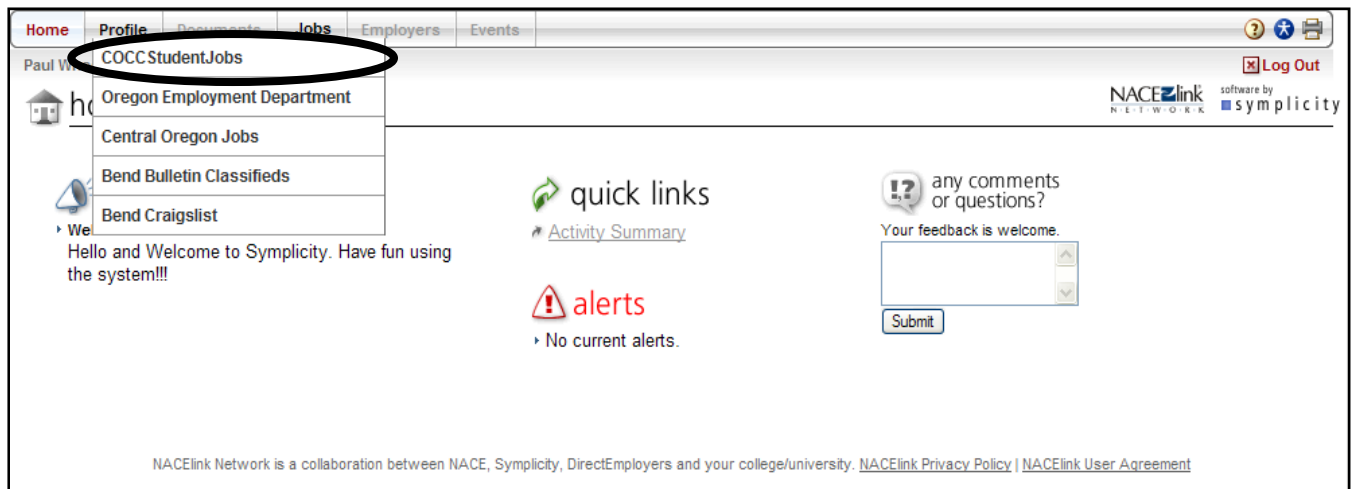
1. From the *COCCStudentJobs* Homepage click on the JOBS tab



2. When the JOBS tab is selected, five options for searching jobs become available.

3. Click on *COCCStudentJobs*

- When the other options are selected a new browser is opened linking to that specific job search resource



4. Welcome to the JOB POSTINGS Homepage! From here job opportunities can be searched for along the following criteria:

- Position Type
- Job Function
- Industry
- Keywords

The screenshot shows a web browser window with a navigation bar at the top containing links for Home, Profile, Documents, Jobs, Employers, and Events. The user is logged in as Paul Wheeler on Wednesday, July 2, 2008, at 11:32 am. The page title is "job postings" and the logo for NACElink NETWORK software by symlicity is visible. Below the navigation bar, there are tabs for Jobs, Favorites, Advanced Search, Search Agents, Applications, and Help. The main content area is a search form with the following fields and options:

- Show Me: All Job Listings (dropdown)
- Position Type: (dropdown)
- Ignore National Jobs:  yes  no
- Job Function: (dropdown)
- Industry: (dropdown)
- Keywords: (text input)

Below the search form, there are "Search" and "Clear" buttons. A note states: "(searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options." In the top right corner of the search area, there are buttons for "J = Job Listing" and "[show list with status]". At the bottom of the search area, there is a "Batch Options:" section with a "View Printable Job List" button.