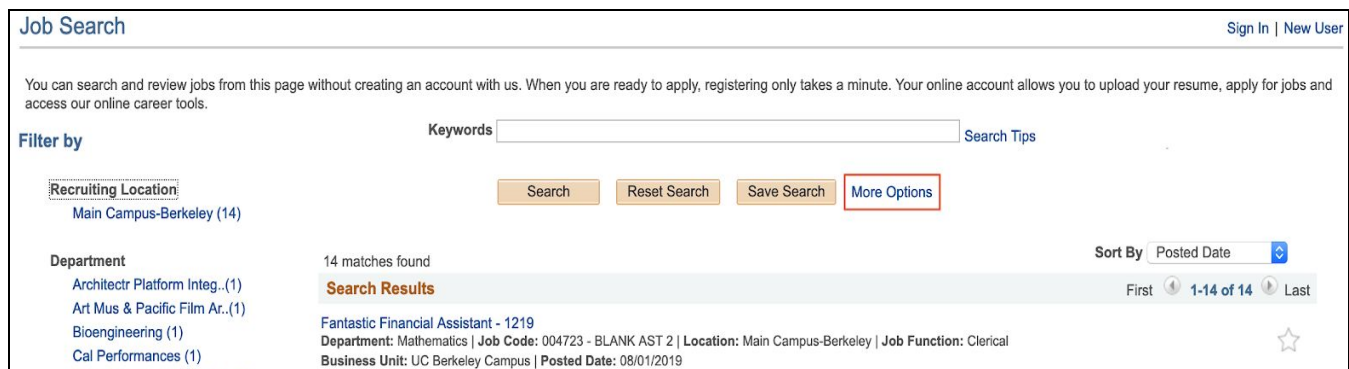## How to Create a Saved Search with Notifications

This guide demonstrates how to create a saved search and receive an email notification when a job you might be interested in is posted.
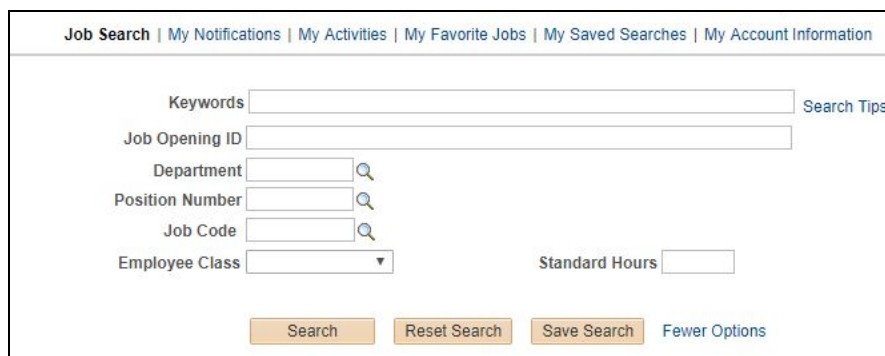
Start by logging into the Berkeley Jobs site.
- **External** applicants go through jobs.berkeley.edu
- **Internal** employees navigate through the UCPath Portal: **UCPath Online** > **Recruiting Workcenter > UC Berkeley Campus Careers**

On the **Job Search** page, click **More Options** (just below the **Keywords** search field).

A page with more options will display.

Use the **Lookup** icon 🔍 to search for the criteria you wish to save.
You can enter several criteria if you want a narrow search result (e.g. Assistant jobs in Chemistry with a Limited appointment)

In this example, we wish to be notified anytime any Lab Assistant 3 job is posted. We are not restricting our search to a specific department or any other filters.

If you know the job code # you can type it in. NOTE: UCPath job codes now have 2 zeros at the beginning (e.g. 004722). In this case, we'll use the **Lookup** icon to search by a description of the job code.

Do not try scrolling through the list, there are thousands of job codes and only the first 300 will show. Change the **Search By** dropdown to **Description.**

Enter the **Description**. In this example, we have entered "Lab", and clicked the **Look Up** button.

The Search Results display below. Find the Lab Ast 3 posting and click on it to select that choice.

Back on the Saved Search setup page, the job code now appears. When all desired criteria is entered, click the **Save Search** button.

Add a **Name** to your search, so you remember what you set up.

Click the "**Notify Me**" checkbox to be notified via email when a match is posted.
The email from your profile will populate.

 Click the **Save Search** button.

You have successfully saved a search. You can add more Saved Searches (click the **Job Search** link to add another).

You'll receive an email when a job opening that matches the criteria is posted. In this example, you'll receive an email whenever an opening with the Job Code 009632 is posted

A notification will also show up in the header the next time you login.

To review/edit: Click on **My Saved Searches.** Edit a search by clicking the **Pencil** icon.
Or click the **Trash** symbol to delete a search if you are no longer interested.

My Saved Searches

The Search button performs the search and shows your results on the Job Search page.

Saved Searches

Search Name	Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
ANY 4722 POSTINGS	07/05/2019	@berkeley.edu	No Expiry	✏️	🗑️	Search
ANY 4723	07/10/2019	@berkeley.edu	No Expiry	✏️	🗑️	Search