

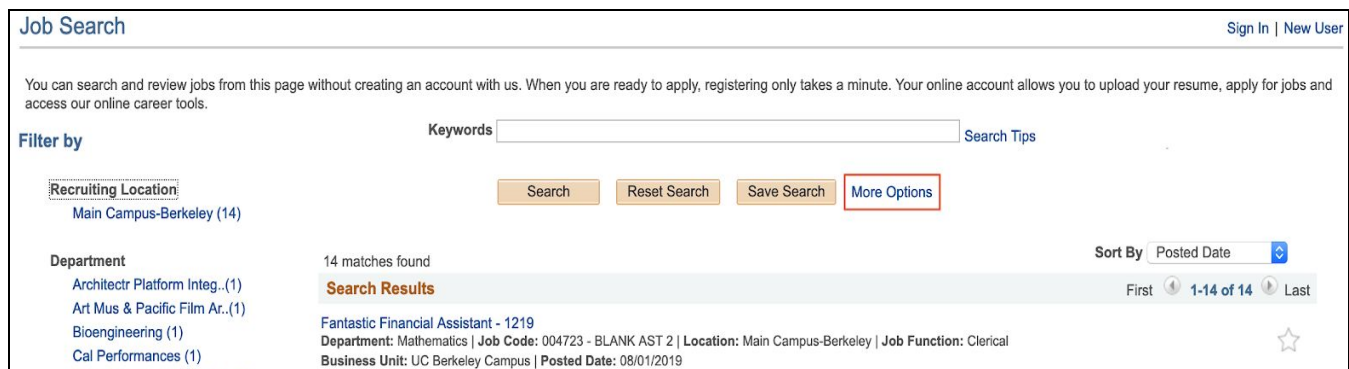
## How to Create a Saved Search with Notifications

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.

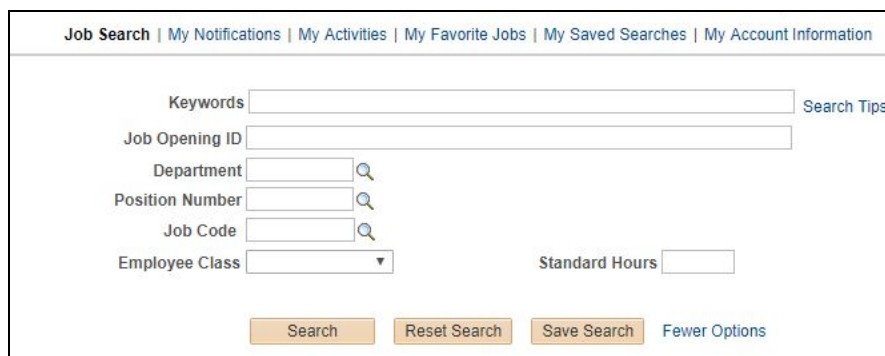
- **External** applicants go through [jobs.berkeley.edu](https://jobs.berkeley.edu)
- **Internal** employees navigate through the UCPATH Portal: [UCPATH Online](#) > [Recruiting Workcenter](#) > [UC Berkeley Campus Careers](#)

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



The screenshot shows the 'Job Search' page with a navigation bar at the top right containing 'Sign In | New User'. Below the header, there is a text block explaining that users can search and review jobs without an account, but an account allows for resume uploads and applications. The main search area includes a 'Filter by' section on the left with categories like 'Recruiting Location' (Main Campus-Berkeley (14)) and 'Department' (Architect Platform Integ..(1), Art Mus & Pacific Film Ar..(1), Bioengineering (1), Cal Performances (1)). A central 'Keywords' search field is followed by 'Search Tips', 'Search', 'Reset Search', 'Save Search', and 'More Options' buttons. On the right, there is a 'Sort By' dropdown set to 'Posted Date' and a pagination control showing '1-14 of 14' results. Below the search filters, a 'Search Results' section displays a single job listing: 'Fantastic Financial Assistant - 1219', with details for Department (Mathematics), Job Code (004723 - BLANK AST 2), Location (Main Campus-Berkeley), Job Function (Clerical), and Business Unit (UC Berkeley Campus), posted on 08/01/2019. A star icon is visible next to the listing.

A page with more options will display.



The screenshot shows the 'Job Search' page with a navigation bar at the top containing 'Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information'. The main search area includes a 'Keywords' search field followed by 'Search Tips'. Below this are several filter fields: 'Job Opening ID', 'Department' (with a 'Lookup' icon), 'Position Number' (with a 'Lookup' icon), 'Job Code' (with a 'Lookup' icon), 'Employee Class' (dropdown menu), and 'Standard Hours' (text input). At the bottom, there are 'Search', 'Reset Search', 'Save Search', and 'Fewer Options' buttons.

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.

## UCPath TAM - How to Create a Saved Search with Notifications

Keywords  Search Tips

Job Opening ID

Department  🔍

Position Number  🔍

Job Code  🔍

Employee Class  Standard Hours

[Fewer Options](#)

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**.

Look Up Job Code

Search by: **Description** begins with

[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Job Code	Description
000001	PRESIDENT OF THE UNIV
000002	ASC VC AND ASC DEAN SR SOM

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

Look Up Job Code

Search by: **Description** begins with **lab**

[Advanced Lookup](#)

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

Look Up Job Code

Search by: **Description** begins with **lab**

[Advanced Lookup](#)

Search Results

View 100 First 1-53 of 53 Last

Description	Job Code
LAB AST 1	009605
LAB AST 2	009603
<b>LAB AST 3</b>	<b>009602</b>
LAB AST 3 SUPV	009604

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 [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | **My Saved Searches** | [My Account Information](#)

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			<input type="button" value="Search"/>
ANY 4723	07/10/2019	 @berkeley.edu	No Expiry			<input type="button" value="Search"/>