



# Maricopa County Human Services Department

## News Release

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## FOR IMMEDIATE RELEASE

### Staying Alert With Your Job Search!

Now-a-days most job seekers are conducting the bulk of their job search online. If you're a job seeker who relies heavily on the Internet to locate new opportunities, make sure you're taking advantage of online resources.

Using tools such as a **job alert** can help you minimize the amount of time you spend surfing job banks for new postings. A **job alert** is a search engine that allows you to store information on job position searches and have the results e-mailed directly to you. This valuable resource helps to ensure that you don't miss out on current opportunities.

Most online job banks offer this tool and it can be easily activated. Here are a couple of items to take into consideration when activating a **job alert**:

- **Keywords.** Use keywords words that describe skills and industry sectors that are applicable to help narrow results.
- **Job categories.** Many search engines will allow you to select multiple categories by depressing the "Ctrl" key. Remember, the position you're looking for may cross over into several categories so don't limit yourself.
- **Locations.** Be realistic. If you're not willing to commute to the North Valley, set your search engine to receive job postings from only those locations you're actually willing to travel.
- **Salary ranges.** Some employers don't list salary ranges. If available, select the "negotiable/unspecified rates" to maximize your resources.
- **Frequency.** If you're actively conducting a job search, set up your search engine to receive new postings on a daily basis. Creating multiple alerts will also help to ensure that you're catching information as quickly as it becomes available.

Once the **job alert** is activated, job postings that meet your criteria will be forwarded directly to your account as they become available.

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