



FBI JOB ALERTS

HOW TO SET UP AN AUTOMATED JOB ALERT

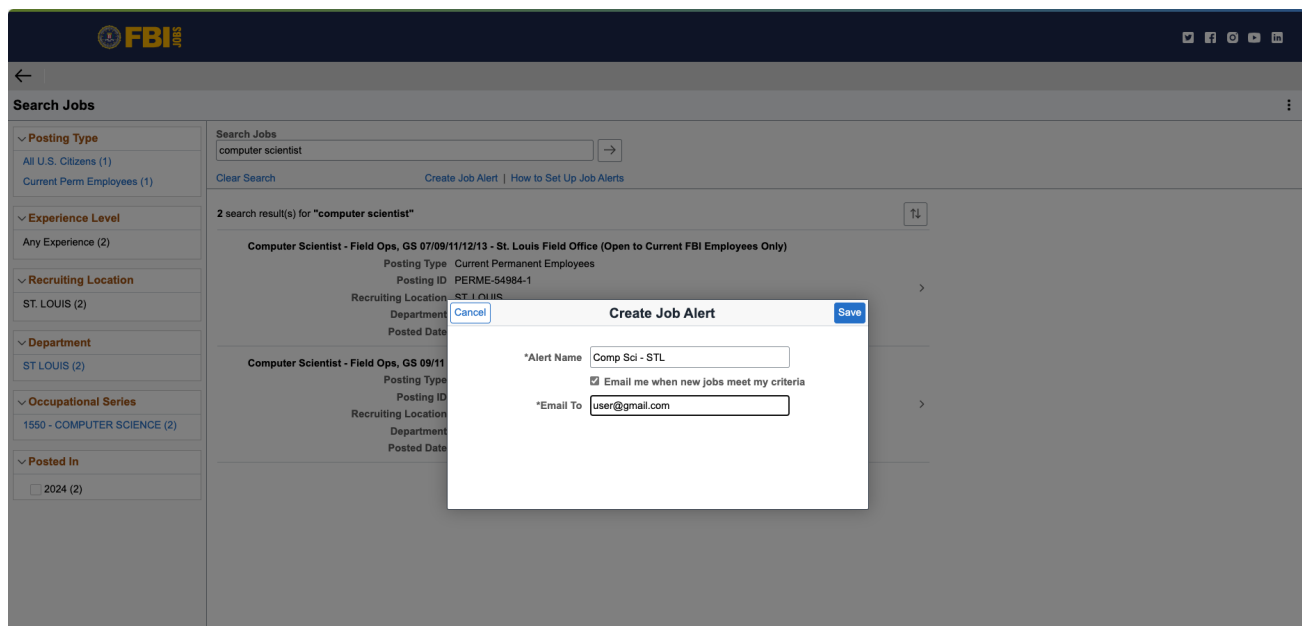
How Can I Receive FBI Job Alerts?

The FBI has over 200 job types in countless different fields. The job type you are interested in may not have a vacancy right now, but you can set up automatic job alerts to receive email notifications whenever a new job is posted that meets your criteria.

Set up automatic job alerts

1. Sign in or register for a new account on apply.fbijobs.gov.
2. Once you are signed in, select View Jobs to navigate to Search Jobs results page.
3. On the Search Jobs results page, you can use the filters on the left-hand side to filter by criteria such as posting type, experience level, recruiting location, or use the search bar to enter free text or keywords.
4. To save your search criteria, click on the Create Job Alert button under the search bar.
5. In the Create Job Alert pop-up you can name your search and check the box to opt-in to email alerts.
6. Click the blue Save button on the top right of the Create Job Alert pop-up to confirm your job alert notifications.

You can view your saved job searches by signing into your apply.fbijobs.gov account and clicking on My Saved Searches. You also can delete your saved searches and email alerts at any time.



Example Searches

1. Goal: I want alerts for jobs open to all U.S. Citizens.

a. Click All U.S. Citizens under Posting Type. Click Save Search.

2. Goal: I want alerts for chemist jobs open to all U.S. Citizens.

a. Click All U.S. Citizens under Posting Type. Enter Chemist in the search jobs bar and click the arrow to the right. Then click Save Search.

3. Goal: I want alerts for the Honors Internship program.

a. Enter Honors Internship into the search jobs bar and click the arrow to the right. Then click Save Search.

Search Tips

Symbol	Description	Example	Notes
* (asterisk symbol)	Use * (asterisk symbol) to search and match one or more characters.	Document* – returns search results with words beginning with document, such as documents, documentary, documentation.	PeopleSoft Search Framework requires a minimum number of four (4) characters to perform a search.
? (question mark symbol)	Use ? (question mark symbol) to search and match on one character. You can use multiple ? (question mark symbol) within a keyword.	Sp?c?al – returns search results with words such as special.	
“ ” (double quotes symbols)	Use “ ” (double quotes symbols) around words that make up a phrase that must be matched exactly.	“Project Manager” – returns search results to include project management, project manager, project managers, project managing, etc.	Search uses shorter and generic form of a word, so all forms of “project manag” will be displayed.
& (ampersand symbol)	Use & (ampersand symbol) to specify that all words must appear in the search results.	Electronics & Engineer – returns search results with the words electronics and engineer.	