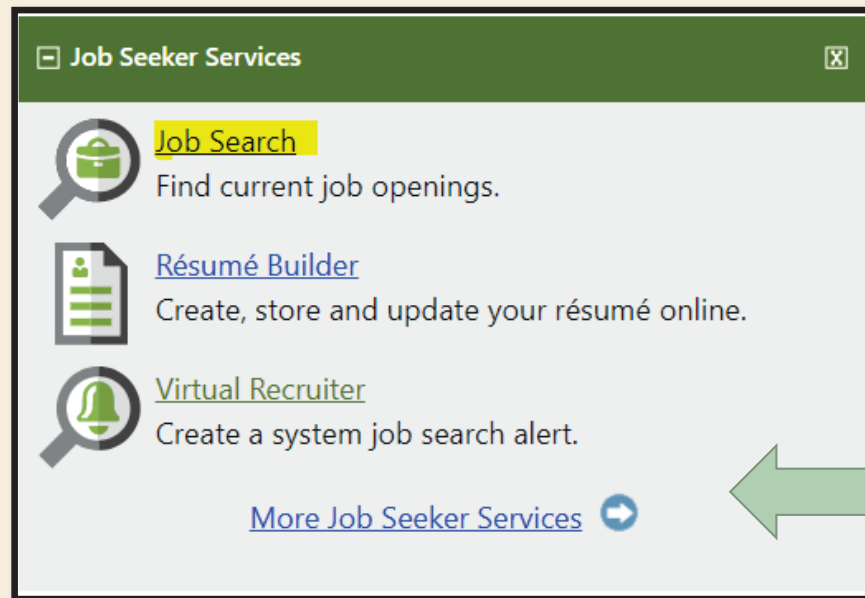
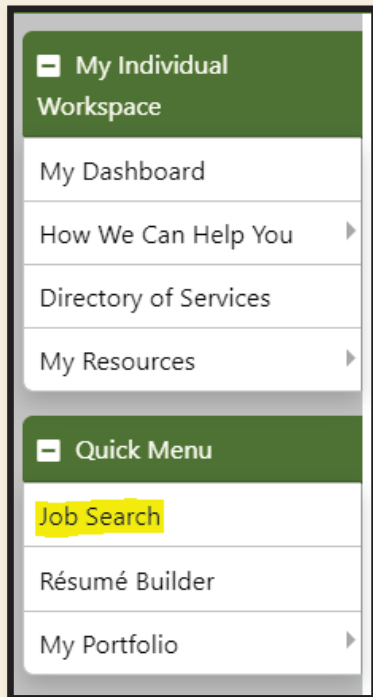


Conducting Job Searches



Locating the Job Search Tab



- To access the Job Search menu, on your left-hand navigation menu, click on the “*Job Search*” link under “Quick Menu.”
- There are many different ways in SC WORKS to access the Job Search page, as shown on the left.

Job Search Page

The screenshot shows a job search interface with several tabs at the top: **Quick** (selected), [Advanced](#), [Intelligent](#), [Employer](#), [Education](#), [Skills](#), and [Résumé](#). Below the tabs, a message states: "You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link." A [Search](#) link is provided. On the right side, there is a link for [Expand All / Collapse All](#).

The main search area consists of several green-bordered sections:

- Area Selection:** A globe icon followed by the text "Area Selection" and a minus sign icon. Below it, the text "Area (click to change): [Richland, SC](#)" is displayed.
- Keywords:** A funnel icon followed by the text "Keywords (e.g. Accountant):" and an empty text input field. A plus sign icon is on the right.
- Additional Quick Search Options:** A gear icon followed by the text "Additional Quick Search Options" and a plus sign icon.
- Job Order Number Search:** A hash icon followed by the text "Job Order Number Search" and a plus sign icon.

At the bottom of the search area, there is a green **Search** button. Below the button, there are two links: [Other Job Sites](#) and [Jobs Outside of South Carolina](#). The [Jobs Outside of South Carolina](#) link is circled in green.



- On the Job Search page, you have many options for search filters. Filters can help to narrow down the results, to be geared specifically towards what you are looking for. Additionally, the tabs that run across the top (Advanced, Intelligent, etc.) contain additional filters, and can help you to narrow down even further.
- If you are searching out of state, you can select the link that says “Job Outside of SC.”

Job Search Page



Quick [Advanced](#) [Intelligent](#) [Employer](#) [Education](#) [Skills](#) [Résumé](#)



You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.
[Search](#)



[Expand All / Collapse All](#)

 **Area Selection** 

Area (click to change): [Richland, SC](#)

 **Keywords (e.g. Accountant):** 

 **Additional Quick Search Options** 

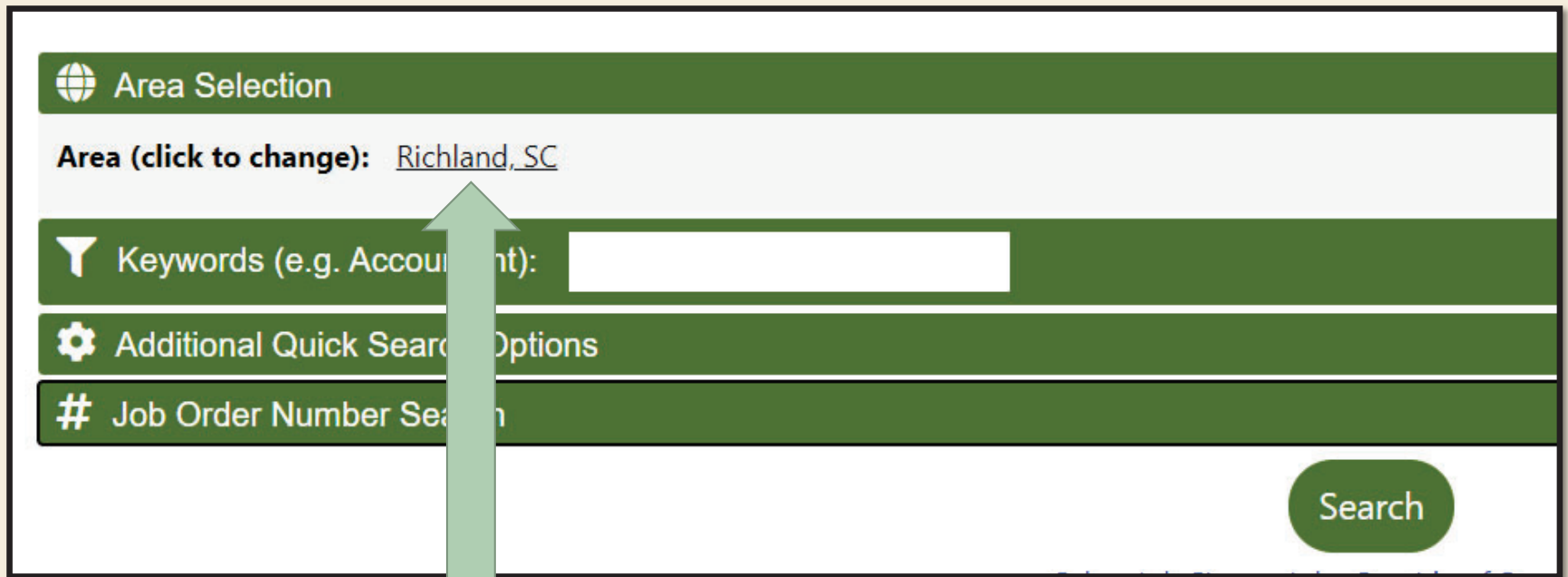
 **Job Order Number Search** 

[Search](#)

[Other Job Sites](#) [Jobs Outside of South Carolina](#)

- To expand and see all filters available, click on the “+” sign on the right hand side of the screen.
- To re-condense, click on the “—” sign.

Job Search Page




The screenshot shows a job search interface with several sections:

- Area Selection**: A green header bar with a globe icon.
- Area (click to change):** A link labeled "Richland, SC" is highlighted with a green arrow pointing upwards.
- Keywords (e.g. Accountant):** A search input field with a funnel icon.
- Additional Quick Search Options**: A green header bar with a gear icon.
- Job Order Number Search**: A green header bar with a hash icon.
- Search**: A green button with white text located at the bottom right of the search area.

- You can also change the area the job positions are located in. If you would like to only see job openings within a certain zip code, county, or metropolitan area, click the link next to “Area (click to change)” to change the location.

Job Search Page

 **Area Selection**

Area (click to change): [Richland, SC](#)


Select New Area:
[[Select by Map](#)]


State: South Carolina

Area Type:

- None Selected
- County
- Metropolitan Statistical (2003)
- Metropolitan Statistical Area (2013)
- South Carolina
- Workforce Development Area
- Zip
- City
- Any Location


Keywords (e.g. Accountant):

 **Additional Quick Search Options**


 **Job Order Number Search**


- Using the dropdown menu, you can select from the following options.
- Once you have made your selection, the system will save that location for you.


Job Search Page

 Area Selection

Area (click to change): [Richland, SC](#)

 Keywords (e.g. Accountant):

 Additional Quick Search Options

 # Job Order Number Search

[Search](#)

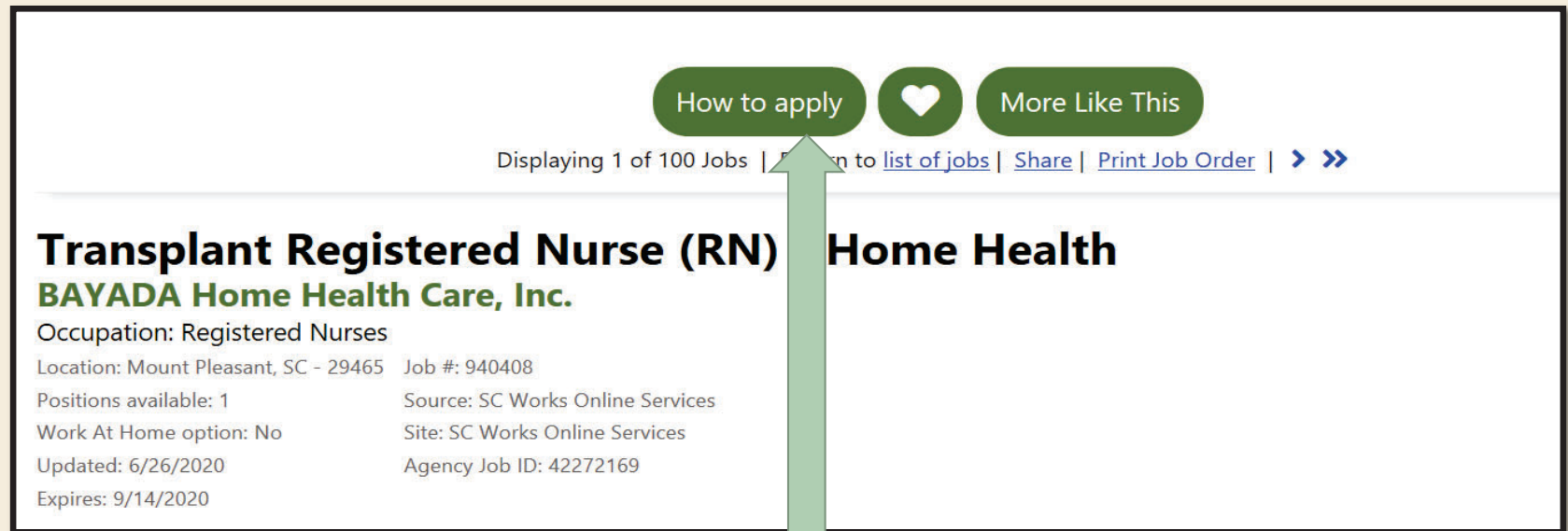
- In the Keywords Search box, you can type in the name of a job position, occupation, and even add on additional filters.
- Click “Search” to have the system return all job openings based on the keyword entered.


Job Search Page

| Date Last Modified | Job ID | Job Title | Employer | Location | Salary | Source | Key Match | Select | |
|--|--------|--|-------------------------------|--------------------|---------------|--------|-----------|--------------------------|--|
| 6/26/2020 | 940408 | Transplant Registered Nurse (RN) - Home Health | BAYADA Home Health Care, Inc. | Mount Pleasant, SC | Not Available | ★ | 64 | <input type="checkbox"/> | |
| ... Nurse to perform home health visits for our office in Mount Pleasant, SC . This office services clients on a per visit basis in territories throughout the Tri-county area. One year prior c | | | | | | | | | |
| 6/26/2020 | 940558 | REGISTERED NURSE - Home Care | ResCare (Suppressed) | Columbia, SC | Not Available | ★ | 64 | <input type="checkbox"/> | |
| ... NURSE - Home Care Job Locations US-SC-COLUMBIA ID 2020-4723 Line of Business All Ways Caring HomeCare Our Line of Business Overview Join a team of | | | | | | | | | |
| 6/26/2020 | 942068 | REGISTERED NURSE | ResCare | Myrtle Beach, SC | Not Available | ★ | 64 | <input type="checkbox"/> | |
| ... NURSE Job Locations US-SC-MYRTLE BEACH ID 2020-6610 Line of Business All Ways Caring HomeCare Our Line of Business Overview Join a team of | | | | | | | | | |

- This is an example of results when a keyword search for “nurse” was run.
- As you can see there is a Matching category, which, when you are signed in and running the job search, will show how well you match to the job opening depending on the skills you have input into your account via either a résumé or by employment history.

Job Search Page



How to apply  More Like This

Displaying 1 of 100 Jobs | [Return to list of jobs](#) | [Share](#) | [Print Job Order](#) | [>](#) [>>](#)

Transplant Registered Nurse (RN) Home Health

BAYADA Home Health Care, Inc.

Occupation: Registered Nurses

Location: Mount Pleasant, SC - 29465 Job #: 940408

Positions available: 1 Source: SC Works Online Services

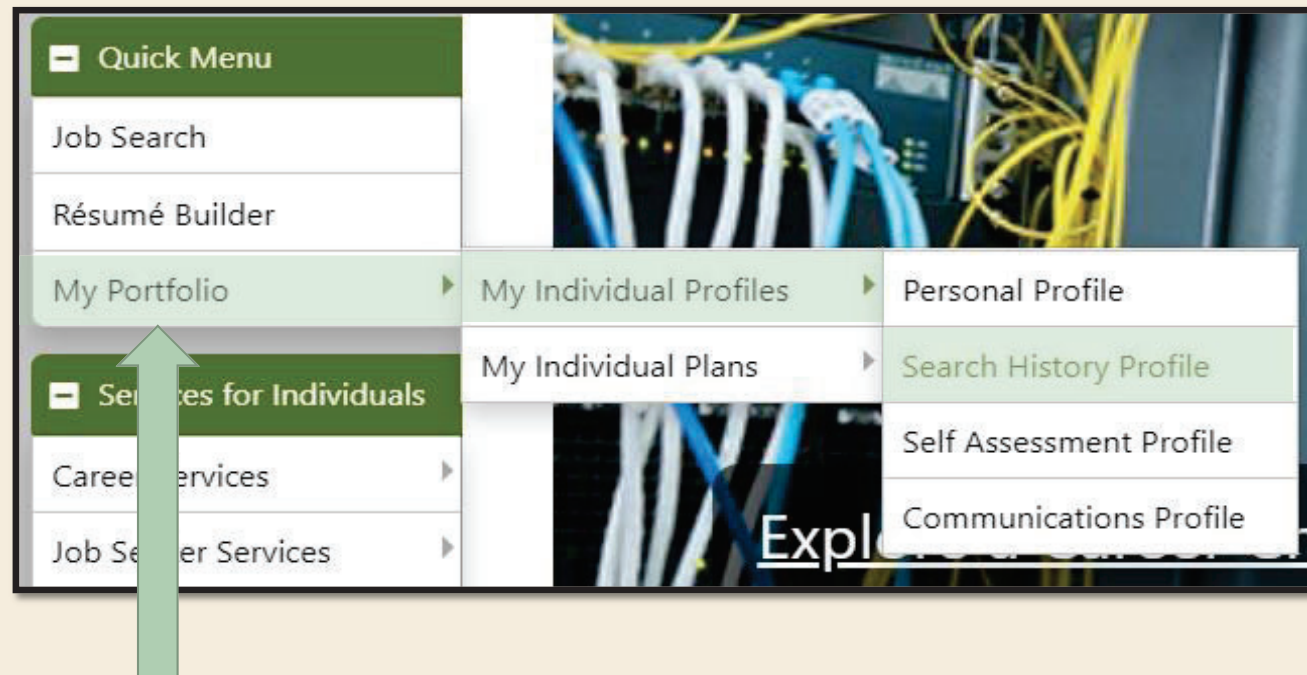
Work At Home option: No Site: SC Works Online Services

Updated: 6/26/2020 Agency Job ID: 42272169

Expires: 9/14/2020

- On the search results, to complete a Job Search, click on the job opening that you are interested in and the details of that particular job will display. You can also view this same position later from your search history. The system will record the date the job was viewed and verify that your job search was completed successfully.
- To go a step further and apply for the job opening, click on the “How to Apply” link. This will take you to the employer’s site to apply for this position.

Verifying a Job Search



- To verify your work search for the week, first select from the left-hand side navigation menu “My Portfolio.”
- Then click “My Individual Profile” and finally click “Search History Profile.” Any and all job searches completed, will be listed here.