



TIPS ON EFFECTIVE JOB BOARD SEARCHING

Location Search:

Select location(s) by clicking inside either the **US Regions** or **US States** boxes, scroll to see the selections and click on your choice. To select multiple locations, hold down the {CTRL} key while clicking your selections, or you may choose Select - All.

Position Search:

Select type of position by clicking inside the **Position Type** box, scroll to see the selections and click on your choice. To select multiple types, hold down the {CTRL} key while clicking your selections, or you may choose Select - All.

Title Search:

Select a title by clicking inside the **Title** box, scroll to see the selections and click on your choice. To select multiple types, hold down the {CTRL} key while clicking your selections - or you may choose Select - All.

Tax Specialty:

Select a specialty by clicking inside the **Tax Specialty** box, scroll to see the selections and click on your choice. To select multiple types, hold down the {CTRL} key while clicking your selections - or you may choose Select - All.

Keyword Search:

Enter keywords for the job descriptions you wish to see. Keywords can be job title, job skills, name of an industry, location, or name of a company or firm. Examples include, Sale & Use Tax Accountant, transfer pricing, telecommunications, New Mexico, ABC Company.

To view the results of your search, click the Submit button.

To clear the entries and start a new search, click the **Reset** button.