

Saved Searches: A saved search gives you the ability to receive email notifications when new job opportunities arise. It also gives you the ability to search for exactly what kind of job you are seeking with one click of a button.

The screenshot shows the Bob Jones University Career Central interface. The left sidebar contains navigation options: Home, Job Postings, BJU CareerCentral Jobs, My Job Applications, NACElink (Experienced-Level Jobs), Recommended Jobs, My Profile, and My Documents. The main content area is titled 'job postings' and includes a disclaimer and search instructions. A search bar at the top contains the text 'Find jobs by job title, company, location and more'. Below the search bar are buttons for 'SEARCH', 'Advanced Search', and 'Saved Searches'. A modal window titled 'Save search as...' is open, showing a table of search results with columns for 'Title', 'Send via email', and 'New results only'. The table lists four search results: 'Accounting / Tax off...', 'MI business', 'Entry Level Customer', and 'Boutique Law Firm S...'. Each row has a 'SAVE' button, an 'EDIT' button, and a 'DELETE' button. Annotations with arrows point to the search bar, the 'Saved Searches' button, the 'Save search as...' modal, and the 'SAVE' button in the modal.

1. Enter job title in the search line or choose "Advanced Search" and enter more specific criteria.

2. Click "Saved Searches."

3. Title your search, then set the frequency of receiving email notifications. Choose "yes" or "no" for "New results only," then click "Save."

4. Whenever you want to revisit a saved search, click on "Saved Searches," then select the search you would like to see again.