



As you embark on the challenging but exciting job search process, be sure to register for job search agents to stay abreast of opportunities. Job search agents allow you to set specific search criteria for postings and schedule email alerts to be sent on a regular basis with those results. While your first stop should be [Carey Compass](#), there are several other websites to keep in mind as you expand your search.

Refer to the industry guides in the Career Navigator Industry Insights section for industry specific job posting websites. Also review the Carey Compass job search agent instructions in the Job Search Strategies section.

INDEED

To begin searching for jobs, positions, or companies, type a job title, keywords, or company in the what box. Next, select a specific location where you want to focus your search (e.g. Washington, DC). When the list of available positions comes up, consider narrowing the search by selecting target salary, job title, company, location, job type in the appropriate section to the left of the page. If a specific position grabs your attention, consider saving the job by creating an account with Indeed. To set up email alerts, enter your email in the appropriate box in the top right corner of the page.

SIMPLY HIRED

Similar to the Indeed search agent, SimplyHired offers the opportunity to search for jobs by entering a job title, skills, or company in the What do you want to do? box and then specifying your location. Once the list of relevant positions comes up, click on a specific listing of interest and you will be given the option to provide your email to receive alerts about similar positions. You can also set up email alerts by entering your email in the appropriate box in the top left corner of the page.

IDEALIST

Search Jobs:

You may begin searching for jobs by clicking the Jobs tab at the top of the page. A list of thousands of available opportunities will come up. It is best to focus your search by selecting a specific location, a specific area of focus, a specific job function, employment type, professional level, education requirements, and salary. The options to modify your search are available to the left of the page. In addition, Idealist allows you to search for Internships, Volunteer Opportunities, Events, and Organizations.

Set Up an Account:

If you would like to save searches and use them to receive email alerts about matching opportunities, you will need to set up an Idealist account. You can create a brand new account or you can sign in with your Facebook or LinkedIn log-in information.