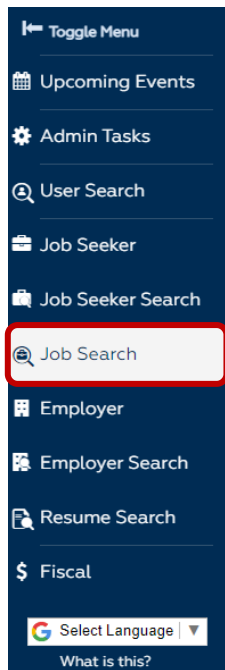


How to find New Jobs by Office & Local Workforce Areas

Arizona Job Connection

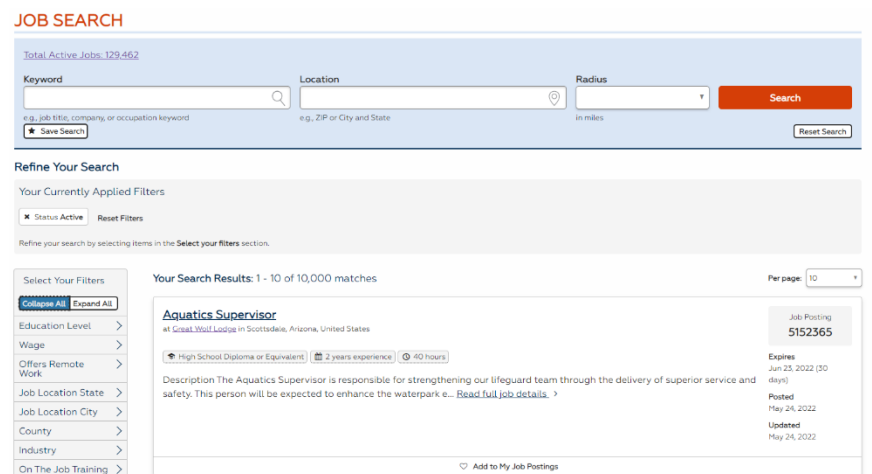
1

After logging into AJC, click on the **Job Search** button in the Menu bar on the left side of the page



2

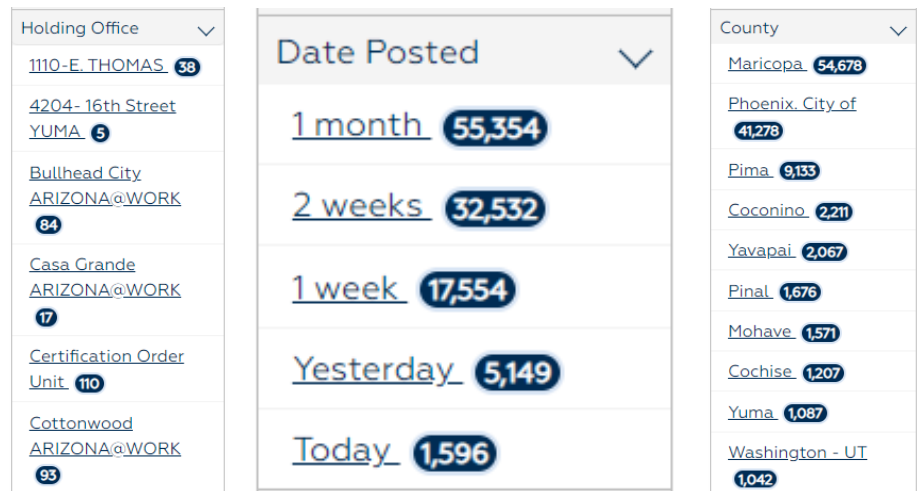
This will bring you to the **Job Search** page where the newest job orders entered into AJC will appear. You will be able to **apply filters** from this page that will help you locate jobs by office, date posted, city, county, etc.



3

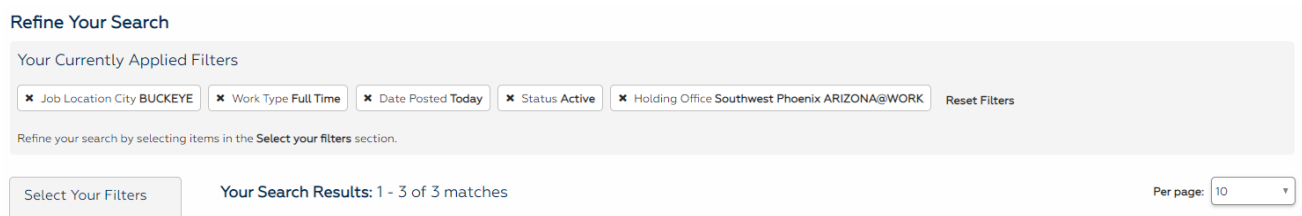
Filtering the results will help you to locate jobs in a variety of ways. In this instance, I chose:

- Date Posted: Today
- Work Type: Full Time
- Holding Office: Southwest Phoenix
- Job Location City: Buckeye



4

After refining the Job Search, I was able to find 3 positions created today in Buckeye for the Southwest Phoenix Holding Office



5

AJC also lets you save multiple search criteria so that you can easily access them at any time.

- Click **Save Search** to save the search with all filters applied.
- To recall saved searches, click on the **Show Saved Searches** button and click on the one you want.

