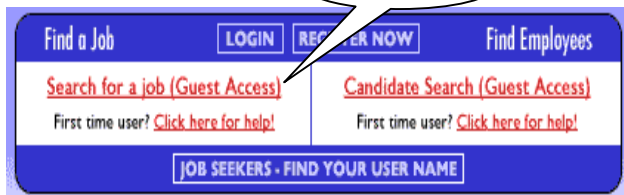


GUIDE TO FINDING EDUCATION VACANCIES

Go to www.jobsnd.com.

- Click on Search for a Job (Guest Access), where you may view the jobs, but will not be able to apply on-line.



- Select an option: Choose Statewide, County, Metropolitan Area, or City.



- Select a Search Option

Option 1 - Search for jobs by keyword

Type a word that describes the job you are looking for. Enter at least 3 alphabetical characters.

Option 2 - View jobs in an occupational category

Use this option to search for a specific type of job in many different industries. Common Education Occupational Groups include:

Arts, Design, Entertainment, Sports, & Media Occupations:

Coaches, Umpires, Art Directors, Interpreters / Translators, etc.

Community & Social Service Occupations:

Education, Vocation, & School Counselors, School Social Workers, etc.

Education, Training, & Library Occupations:

Teachers, Librarians, Audio-visual Specialists, etc.

Management Occupations:

Education Administrators – Superintendents / Principals, Financial Managers, Human Resource Managers, etc.

Option 3 - Search for jobs by employer

Search for employers by keyword, or click a letter in the list to display employers that start with that letter.

Option 4 - View jobs for a specific occupation

Search by specific occupations from the drop down menu.

Option 5 - Search for jobs by industry code

Search a specific industry (such as education).

Option 7 - Search for jobs using advanced criteria *

Specifically tailored to your background and experience.

If there are no job orders that matched your search criteria, change your job search criteria.

If a list of job openings that matches your search criteria appears, click on a job title for more information.

For help click the question mark.

See the next page
to determine
what the system can do
for you.

Are you looking for a job?

Here's how jobsnd.com on-line services can help!

What would you like to do?	How you can do it best!		
	Guest		Registered
Search for Jobs	Registration not required	Registration Without Resume	Registration With On-line Resume
Location (within North Dakota)	✓	✓	✓
Occupational Group	✓	✓	✓
View Details of a Job	✓	✓	✓
View How to Apply for a Job	✓	✓	✓
Set the Virtual Recruiter to Find Appropriate Jobs for You		✓	✓
Create a Resume			✓
Build Multiple Resumes			✓
Access my Resume (If you're an Employer)			✓
Build My On-line Application			✓
<i>Submit My On-line Application</i>			✓

Go to jobsnd.com to access services.



WORKFORCE PROGRAMS
JSND-6131 (R. 1-05)

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Auxiliary aids and services are available upon request to individuals with disabilities.