

Job Search

1. Open up Microsoft Explorer
2. Type in Minnesota's Job Bank's URL:

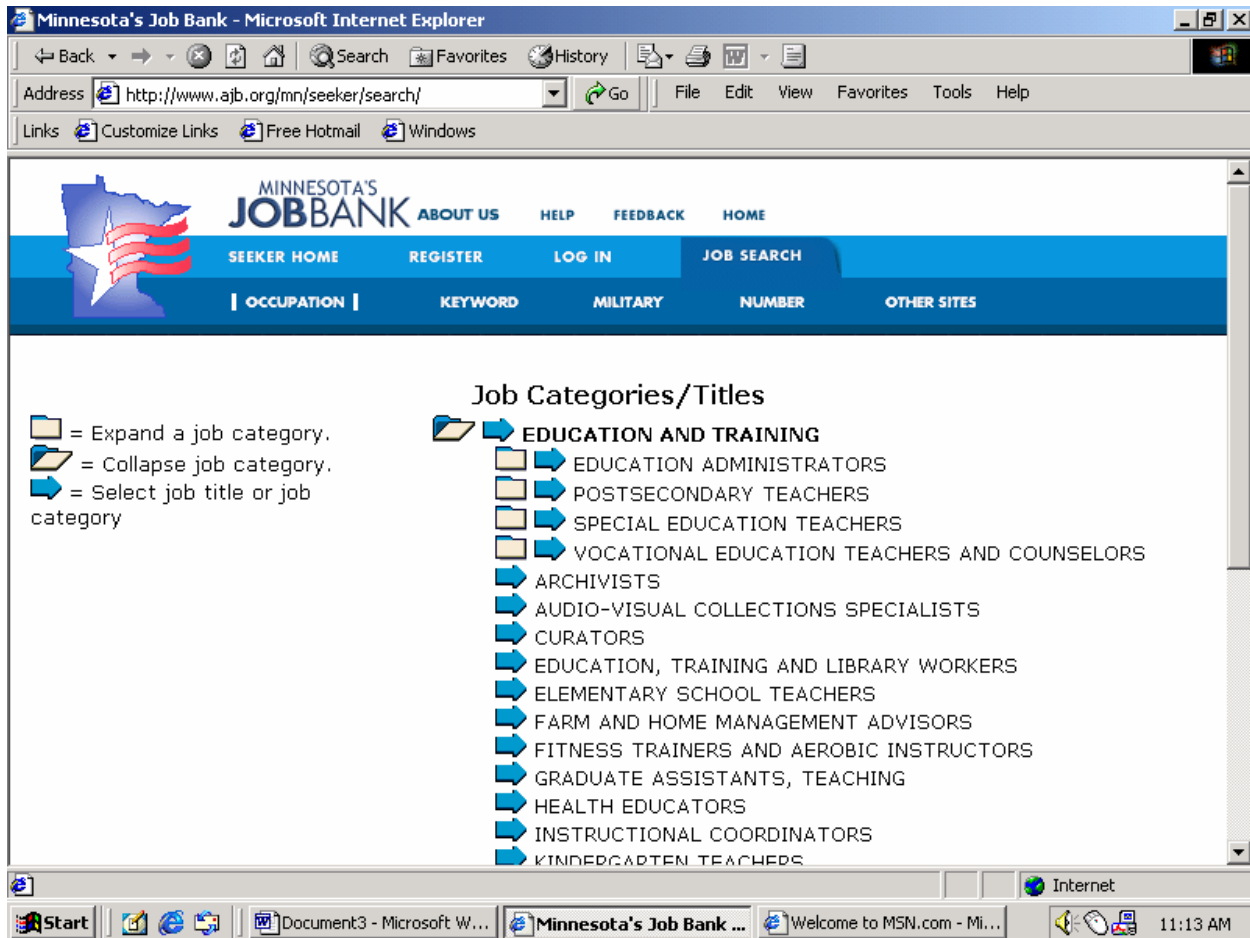
<http://www.ajb.org/mn/>

3. Minnesota's Job Bank is one of hundreds of "Job Banks" or Job databases. These web sites allow you to search for a job on the Internet. Let's find some jobs!



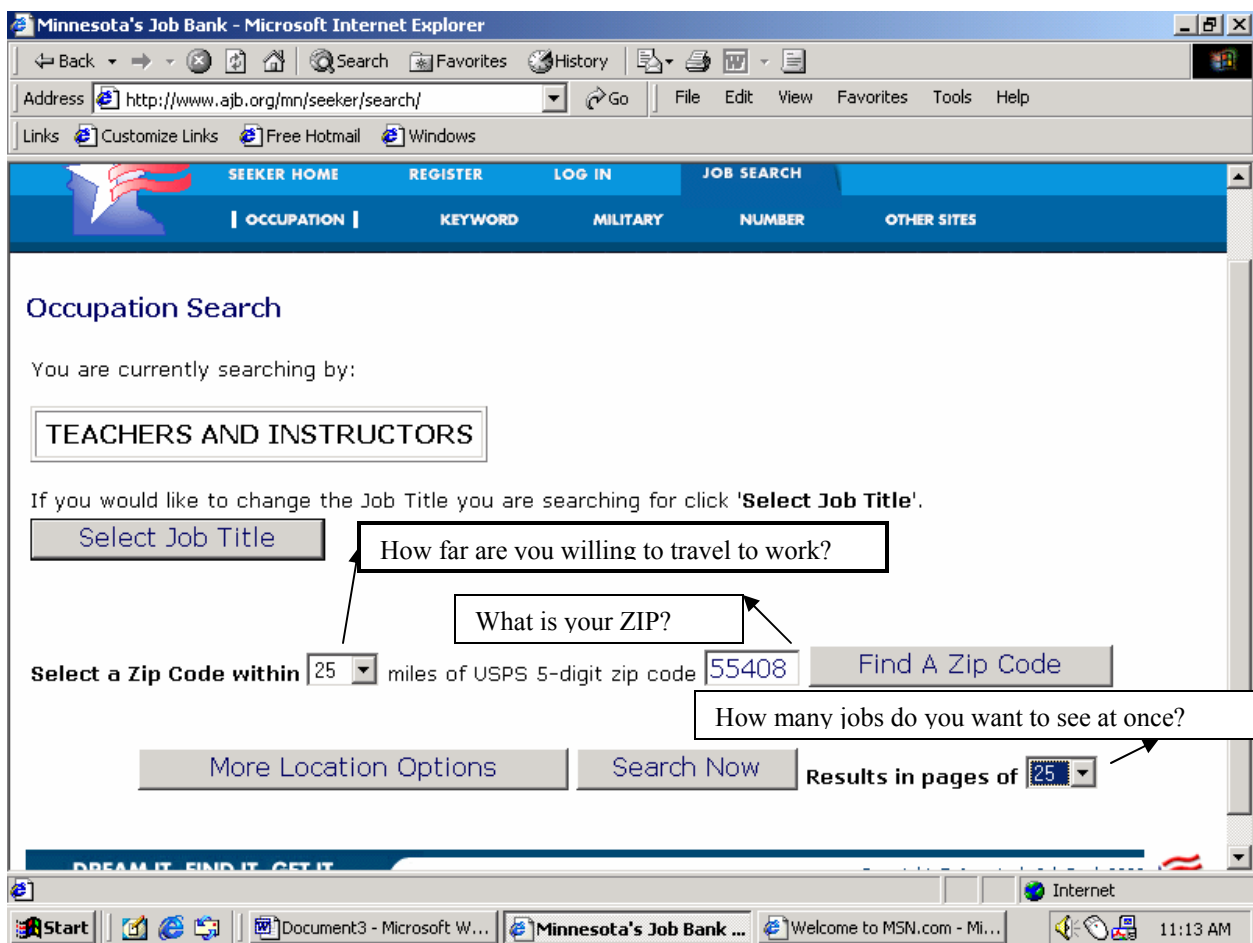
4. Click on the Select Job Title button. You'll be brought to a list of job categories. Next to each category is an icon of a folder.

5. Click on a folder next to a job type you would be interested in. The folder will open and you will have a listing of job titles under that category.



6. Once you select a job title, you will be brought to back to fill out the rest of your search criterion.

7. You can choose whether to stay with the occupation you have chosen or you can click on Select Job Title button to choose another job.
8. The next step is to decide how far you are willing to travel to your job everyday. Choose 5, 10, 25, 50 or 100 miles and enter your zip code.
9. Click on search jobs now
10. You will be brought to the results of your job search.



Minnesota's Job Bank - Microsoft Internet Explorer

Address: <http://www.ajb.org/mn/seeker/search/>

Job List: 5 Jobs [1 - 5]

Sort By:

• in front of a job title indicates a job that is less than 7 days old
 ★ Federal Contractor Job Listing

View	My Jobs	Title	Location	Salary	Ed	Exp	FCJL
<input type="checkbox"/>	<input type="checkbox"/>	ESL PARAPROFESSIONAL - NORTH JR HIGH	Hopkins MN	not provided	13 years	not provided	
<input type="checkbox"/>	<input type="checkbox"/>	JUNIOR DOCENT INSTRUCTOR	Minneapolis MN	not provided	16 years	2y	
<input type="checkbox"/>	<input type="checkbox"/>	MCP, MCSE, MICROSOFT DIRECTORY SERVICES INSTRUCTOR MINNESOTA SCHOOL OF BUSINESS 947246	Richfield MN	not provided	16 years	3y	
<input type="checkbox"/>	<input type="checkbox"/>	DIRECTOR OF TEST DEVELOPMENT	Saint Paul MN	not provided	0 years	not provided	
<input type="checkbox"/>	<input type="checkbox"/>	TEACHER	Wayzata MN	not provided	13 years	not provided	

- A. **Job List:** Displays the number of jobs found that match your criterion. It also indicates which page of jobs is currently displayed.
- B. **Sort Jobs:** You can chose to sort the jobs found what you consider most important: state, city, title, and salary
- C. **My Jobs:** If you have a large list of job, you can pick jobs by checking this box next to a posting as you go. This way, when you are finished looking through the selections you can look at your hand-selected jobs all at once by clicking on the My Jobs button on the bottom.
- D. **View:** Click on the magnifying glass icon to read more details about that job posting.

E. Education—

- 0 years: no education needed
- 12 years: high school
- 13 years: high school and some training or experience
- 16 + college graduate

F. Experience—How many years of experience you should have.

My Jobs

Displays all the jobs you marked.

Refine Search

Change something about your search miles from home, state, city, and

New Search

Allow you to start all over with a new search