

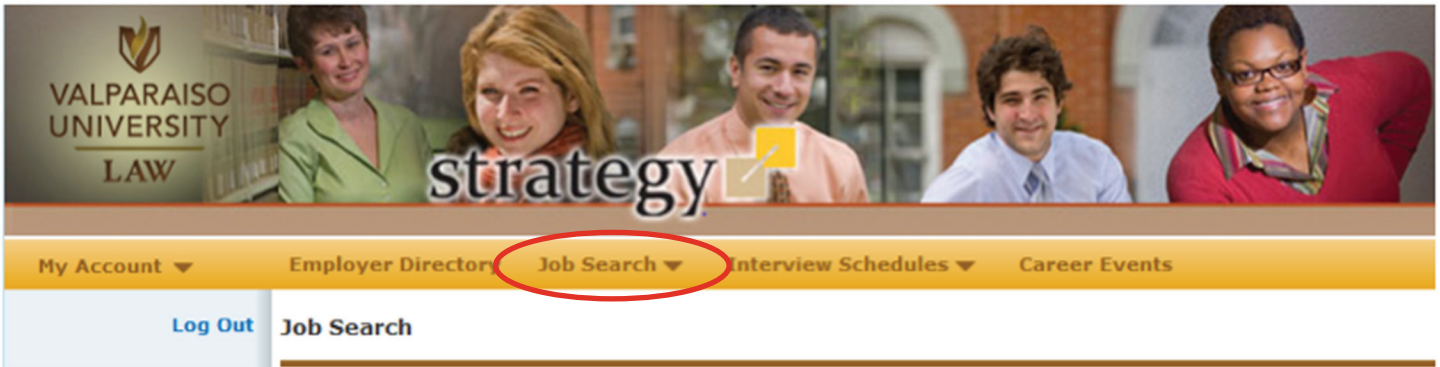
WHERE ARE THE JOBS LOCATED IN STRATEGY?  
HOW DO I CREATE A JOB SEARCH AGENT?

# Applying for Jobs in Strategy

From your Strategy homepage, point and click on "Job Search" at the top of the page.

## Finding Jobs

STEP ONE: Choose the Job Search menu to view open job postings in Strategy



STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)

**Basic Job Search** – Using KeyWord or Position Type for your search

## Job Search

Select applicable criteria and click **Search** below to search for jobs that match your objectives.

- **Keyword** - the keyword search option will allow you to enter words to be used to search through all available jobs. Keyword will search the job title and job description fields in the job posting. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

**Keyword:**  **Position Type:**

[Advanced Search](#) [Clear](#)

**Jobs (66)** | [Internships.com](#) | [CareerRookie](#) | [CareerBuilder](#)

[Save Search](#) | [Email me New Jobs for this Search](#)

### Job Results

Viewing records 1 - 40 of 66 [Prev](#) | [1](#) | [2](#) | [Next](#)

Sort By:   | [Expand All](#)

**1314 / Financial Advisor- Wealth Management Ad ...** [Add To Favorites](#)

**Northwestern Mutual Financial Network**

Job Location City: Northside of Indianapolis	Position Type: Full-time	Expiration Date: 12/31/2012
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[Expand](#)

STEP TWO continued: Search with any criteria (OR enter no criteria to view all jobs)

**Advanced Job Search** – Using any combination of the criteria listed below for your search

## Job Search

Select applicable criteria and click **Search** below to search for jobs that match your objectives.

- **Keyword** - the keyword search option will allow you to enter words to be used to search through all available jobs. Keyword will search the job title and job description fields in the job posting. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

**Keyword:**  **Position Type:**   [Basic Search](#) [Clear](#)

**Job ID:**  **Industry:**  **Classification:**

**Post Date:**  to  **Degrees:**  **Job Location State:**

**Expiration Date:**  to  **Job Location City:**

**Organization Name:**  **Job Category:**

**Jobs (66)** [Internships.com](#) [CareerRookie](#) [CareerBuilder](#)

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**Northwestern Mutual Financial Network**

Job Location City: Northside of Indianapolis      Position Type: Full-time      Expiration Date: 12/31/2012

[Expand](#)

STEP THREE: Click on the Job ID number to read details about each job posting and the instructions on how to apply.

## Creating a Job Search Agent (Item #8 in VOLT)

On the Search Results page, if you click the [Save Search] link near the middle of the page, you can create a Job Agent in Strategy. This means that the Strategy system will automatically send you an email when new jobs are posted that fit the criteria you have identified in your search. Just give your search a name and hit the save button. You may create and save multiple searches.

### Job Search

Select applicable criteria and click **Search** below to search for jobs that match your objectives.

- **Keyword** - the keyword search option will allow you to enter words to be used to search through all available jobs. Keyword will search the job title and job description fields in the job posting. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

Keyword:  Position Type:   [Advanced Search](#) [Clear](#)

[Jobs \(66\)](#) [Internships.com](#) [CareerRookie](#) [CareerBuilder](#)

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[Expand](#)

### Applying for Jobs

Once all of your uploaded documents for a specific posting in Strategy are active, you will be able to apply for the opportunity by accessing the posting and clicking on "Submit Resume." You will then be prompted to select the resume, cover letter, and/or writing sample to be submitted to the employer.

**Be certain to read the Strategy job postings carefully as the instructions for some opportunities require you to apply directly to the employer rather than through Strategy.**

