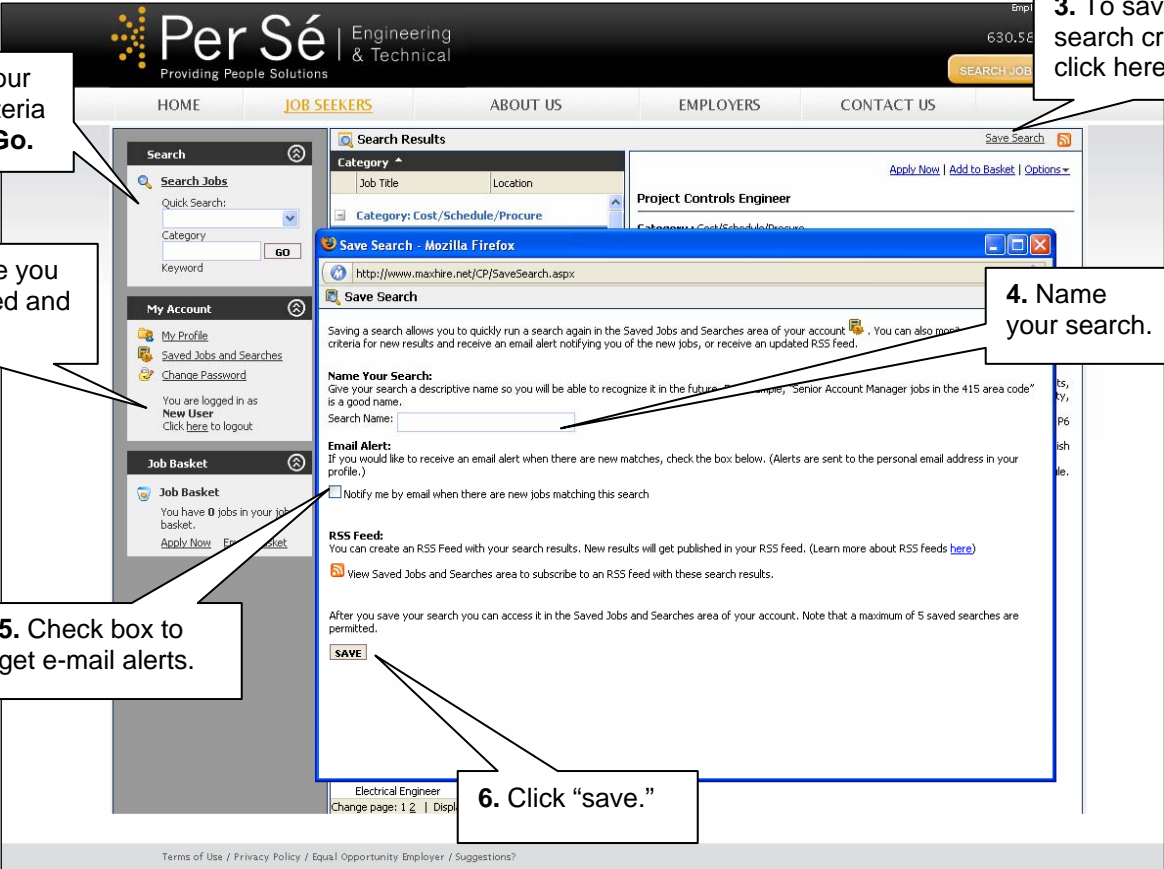




How to Put Our Job Search Tools to Work for You

Saved Searches and Email Alerts

1. Make sure you are registered and signed on to Per Sé's **Job Search** page.
2. Enter your search criteria by choosing a category from the drop-down menu and/or typing in keywords. Click **“Go.”**
3. To save your search criteria, click the **“Save Search”** link in the upper right corner of the page.
4. Name your saved search.
5. Check the box by **“Email Alert”** if you want Per Sé to notify you by e-mail of future openings that fit your saved search. Otherwise, you will need to periodically sign in and run your saved search(es) manually.
6. Click **“Save.”**



The screenshot shows the Per Sé website interface. A search results page is displayed for 'Project Controls Engineer'. A 'Save Search' dialog box is open, allowing the user to name the search and opt for email alerts. Callout boxes with numbered steps 1 through 6 point to specific elements: Step 1 points to the 'My Account' section; Step 2 points to the search criteria input fields; Step 3 points to the 'Save Search' link in the top right; Step 4 points to the 'Name Your Search' field; Step 5 points to the 'Email Alert' checkbox; and Step 6 points to the 'SAVE' button.

Note: You can repeat this process to create up to 5 saved searches. To view or manage your saved searches, click on **“Saved Jobs and Searches”** in the **My Account** navigation pane.

RSS feeds

If you use a RSS feed reader to keep current on news and events, you can easily add a feed from Per Sé to see at a glance what jobs we are currently recruiting for. Just visit the **Search Jobs** page on our site and look for the RSS icon . It appears in three different areas and offers three different kinds of feeds:

- **In the top right corner of the Search Jobs page.**
Clicking this icon will subscribe you to updates on **all jobs** posted on our site.
- **Beside each job category on the Search Jobs page.**
Clicking here will subscribe you to updates about jobs **in a select category**.
- **On the “Saved Jobs and Searches” page.**
Clicking here will subscribe you to updates about jobs **fitting your specific search criteria**.



The image shows two screenshots of the Per Sé website. The top screenshot is the 'Search Jobs' page, and the bottom screenshot is the 'Saved Jobs and Searches' page. Callout boxes with arrows point to specific RSS icons on each page.

Top Screenshot (Search Jobs page):

- Top right corner:** A callout box points to an RSS icon next to the 'SEARCH JOBS' button. Text: "Click here for updates about **all jobs** we post on our site."
- Job Categories:** A callout box points to an RSS icon next to the 'Engineering (26)' category. Text: "Click here for updates about jobs **in a select category**."

Bottom Screenshot (Saved Jobs and Searches page):

- Saved Searches:** A callout box points to an RSS icon next to a search entry. Text: "Click here for updates about jobs **fitting your specific search criteria**."