My Favorite Job Searches

The Saved Search or My Favorite Job Search function saves your **job search criteria**, not your **job search results**. A Saved Search allows you to run the search at any time using the same search criteria to get the most current results. You can also have new jobs that match your search criteria emailed to you daily or weekly.

You may have as many saved job searches as you wish.

Save a Favorite Job Search

1. Login at https://jobcenterofwisconsin.com with your username and password and go to the Job Search function.

2. Select the search criteria you want and click on the **Run Search** button.

3. Review the Job Search Results. Are the jobs listed the type of job you are looking for? If yes, go to step 5. If no, go to step 4.

4. If the jobs listed in the Job Search Results do not meet your expectations, click on the New Search link and select the search criteria you want to use this time and click on the **Run Search** button. Review the Job Search Results. Are the jobs listed the type of job you are looking for? If yes, go to step 5. If no, repeat step 4 until you obtain satisfactory Job Search Results.

5. When you are satisfied with the Job Search Results, click on the **Save Search** button.

6. Name your saved job search. Choose whether you want to receive an email with new, matching jobs. If yes, choose either daily or weekly, and enter your email address. Click on the **Save** button.

7. Your saved job search will appear on the My Favorite Job Searches page. You can access this page from the Job Seeker Tools menu or the Job Search Results.

Run, Edit or Delete Your Saved Job Search

1. To run, edit or delete your saved job search, go to My Favorite Job Searches. To run the search at any time, click on the **Run Search** button.
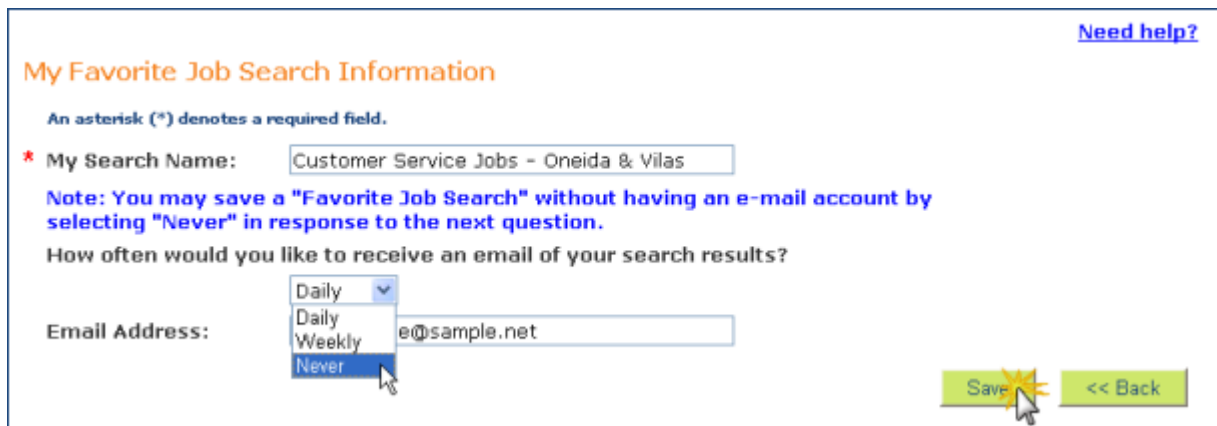

2. To edit your saved job search, click on the Edit link. Make your changes and click on the **Save** button.

There are several reasons to edit your saved job search. You may want to:

- Stop receiving Saved Job Search emails (change the frequency to Never).
- Receive fewer Saved Job Search emails (change the frequency to Weekly).
- Change the name of your Saved Job Search.
- Change your email address.

3. To delete your saved job search, click on the Delete link.

The following message will appear. Click on the **OK** button. Your saved job search is deleted.