



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.

A screenshot of the Job Search interface. At the top right, there is a link for "Need help?". Below it, a "Tip" box suggests trying the Advanced Search. The main area has three tabs: "Keyword Search", "Advanced Search", and "Map Search". Under "Keyword Search", there is a text input field containing "customer service". To the right is an "Occupation Category" dropdown menu. Below the keyword field is a "County" dropdown menu with a list of counties: Milwaukee, Monroe, Oconto, and Oneida. To the right of the county list is a "Listed Within" dropdown menu. At the bottom right, there is a green "Search Jobs" button with a magnifying glass icon.

- 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.


[Need help?](#)

Job Search Results

[Revise your Search](#) - return to your current search

[Save Search](#) [My Favorite Job Searches](#)

[New Search](#) - select new search options


 Jobs listed by employers who support the WorkKeys Assessment System and the National Career Readiness Certificate.

47 Jobs Found.
(61 openings)

Sorted By Relevance | [Sort By Date Posted](#)

Listed Within

Not enough jobs found? Try searching all the Sources (Job Boards) using our [Advanced Search](#).

Title	Location	Date Posted	NCRC
Customer Service Representative Pay: \$13.30 Per Hour Source: Job Center of Wisconsin		12/14/2012	
Teller ASSOCIATED BANK NA Pay: Based on Experience Source: Job Center of Wisconsin	Minocqua	12/05/2012	
Service Representative (teller) - Part-time (20 hours average weekly schedule) BMO HARRIS BANK Source: US Jobs	Woodruff	12/13/2012	
Teller (Full-time), Minocqua ASSOCIATED BANK Source: US Jobs	Minocqua	12/05/2012	
Teller (Full-time), Minocqua ASSOCIATED BANK-CORP Source: US Jobs	Minocqua	12/04/2012	
Support Technician for Rhinelander/Woodruff (Desktop Support) MINISTRY HEALTH CARE Source: US Jobs	Rhinelander	11/13/2012	


- 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.


[Need help?](#)

Job Search Results

[Revise your Search](#) - return to your current search

[Save Search](#) [My Favorite Job Searches](#)

[New Search](#)  - select new search options

 Jobs listed by employers who support the WorkKeys Assessment System and the National Career Readiness Certificate.

47 Jobs Found.
(61 openings)

Sorted By Relevance | [Sort By Date Posted](#)

Listed Within

Not enough jobs found? Try searching all the Sources (Job Boards) using our [Advanced Search](#).

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

[Need help?](#)

Job Search Results

[Revise your Search](#) - return to your current search

[Save Search](#) [My Favorite Job Searches](#)

[New Search](#) - select new search options

Jobs listed by employers who support the WorkKeys Assessment System and the National Career Readiness Certificate.

Tip:

To save this search and run it again in the future, or have new jobs emailed to you, click the Save Search button. Your saved searches are available by clicking on My Favorite Job Searches.

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.

[Need help?](#)

My Favorite Job Search Information

An asterisk (*) denotes a required field.

* My Search Name:

Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.

How often would you like to receive an email of your search results?

Email Address:

[Need help?](#)

My Favorite Job Search Information

An asterisk (*) denotes a required field.

* My Search Name:

Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.

How often would you like to receive an email of your search results?

Email Address:

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.

[Need help?](#)

My Favorite Job Searches

To create a saved search do a [Job Search](#) and click on the "Save Search" button on the Job Search Results page.

[Customer Service Jobs - Oneida & Vilas](#)

E-mail Frequency: **Doily**

[Edit](#) [Delete](#) [Run Search](#)


Connecting Wisconsin's Workforce

[LOGOUT](#) | [PERFORM A JOB SEARCH](#)

Home Job Seeker Tools Featured Industries Employer Tools About Us Help Exit

Welcome to the Wisconsin! Ever right here - at r

39,773+ Jobs
1,099 new

59,320 total
41 new res

Find employees



Unemployment Insurance claimants

Click here to begin

Job Center of Wisconsin registration



WISCONSIN APPRENTICESHIP
Earn. Learn. Succeed.

You are logged in:

[Change Password/Edit Contact Information](#)

Job Search My JCV My Favorite Job Searches My Résumé My Work Application Register For Services/Update Self-Assessment Survey Career Planning Tools Other Resources Register For Veteran Services Other Veteran Resources National Career Readiness Certificate States of Wisconsin Jobs

[Need help?](#)

Job Search Results

[Revise your Search](#) - return to your current search

[Save Search](#) [My Favorite Job Searches](#)

[New Search](#) select new search options

Tip:

To save this search and run it again in the future, or have new jobs emailed to you, click the Save Search button. Your saved searches are available by clicking on My Favorite Job Searches.

★ Jobs listed by employers who support the WorkKeys Assessment System and the National Career Readiness Certificate.

Sorted By **Relevance** | [Sort By Date Posted](#)

Listed Within days

Not enough jobs found? Try searching all the Sources (Job Boards) using our [Advanced Search](#).

Title	Location	Date Posted	NCRC
Customer Service Representative		12/14/2012	★
Teller	Minocqua	12/05/2012	

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.

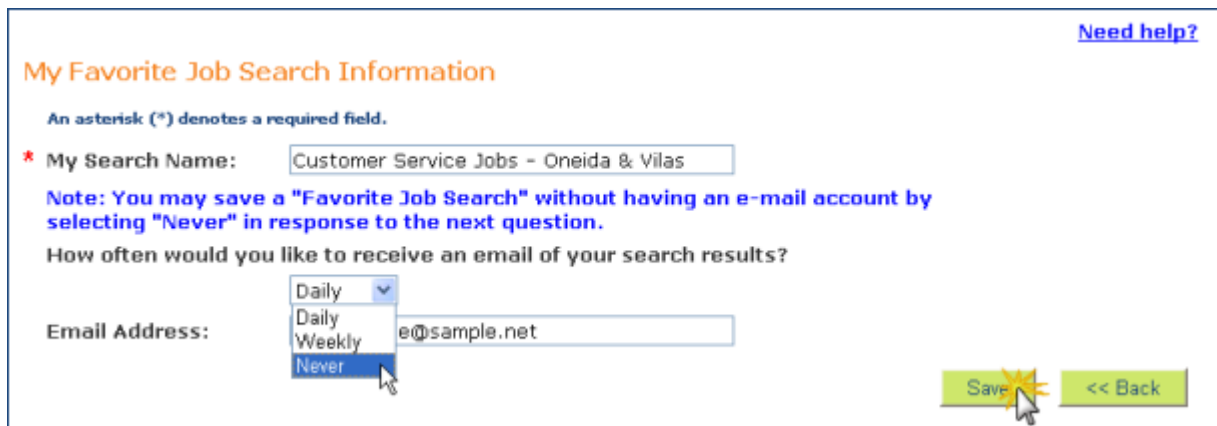


2. To edit your saved job search, click on the [Edit](#) link. Make your changes and click on the **Save** button.



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.



The screenshot shows the 'My Favorite Job Search Information' page. At the top right is a 'Need help?' link. Below the title, there is a sub-header 'My Favorite Job Search Information' and a note: 'An asterisk (*) denotes a required field.' A required field is shown: '* My Search Name: Customer Service Jobs - Oneida & Vilas'. Below this is a note: 'Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.' The question is 'How often would you like to receive an email of your search results?' with a dropdown menu showing 'Daily', 'Daily', 'Weekly', and 'Never'. The 'Never' option is selected. Below this is the 'Email Address:' field with the text 'e@sample.net'. At the bottom right are two buttons: 'Save' and '<< Back'. A mouse cursor is clicking on the 'Save' button.

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.

