

# How to Search for A Job Opportunity

## Purpose

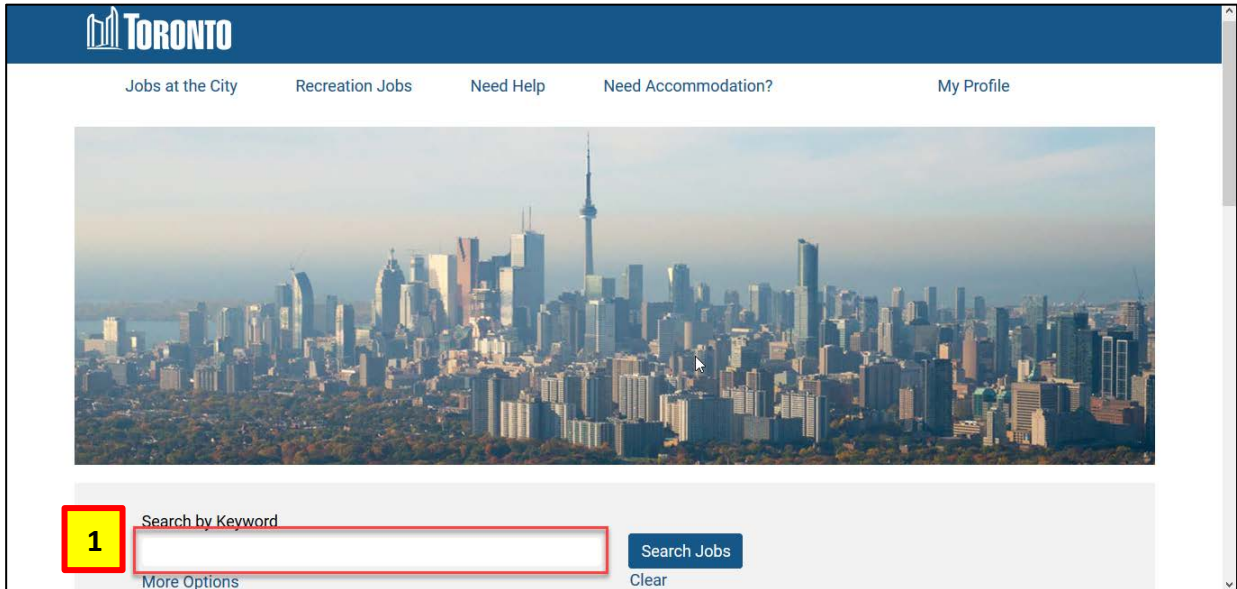
Use this task to search a job opportunity.

## Prerequisites

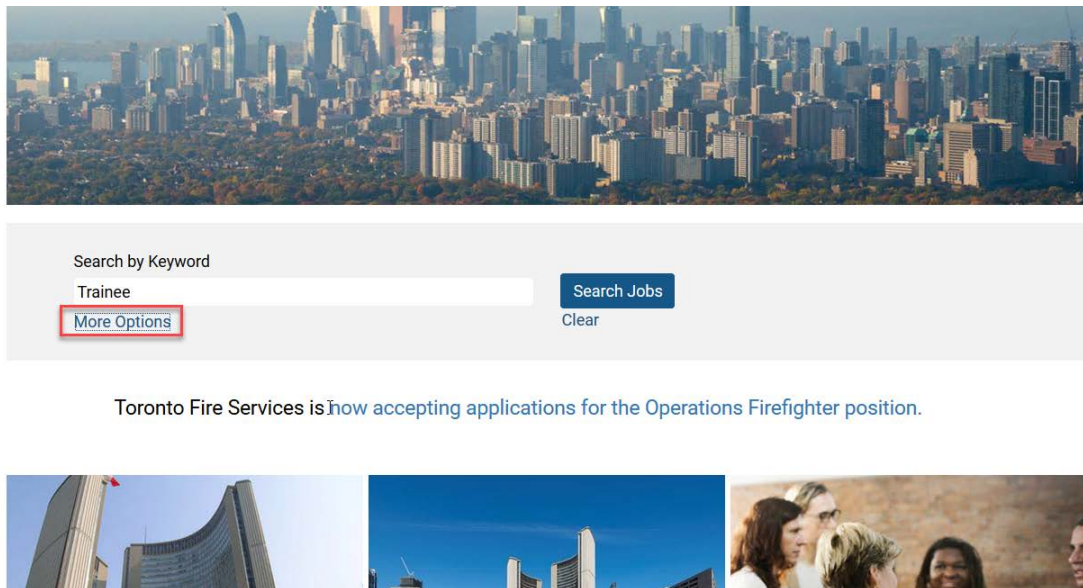
User must have access to the internet.

## Helpful Hints

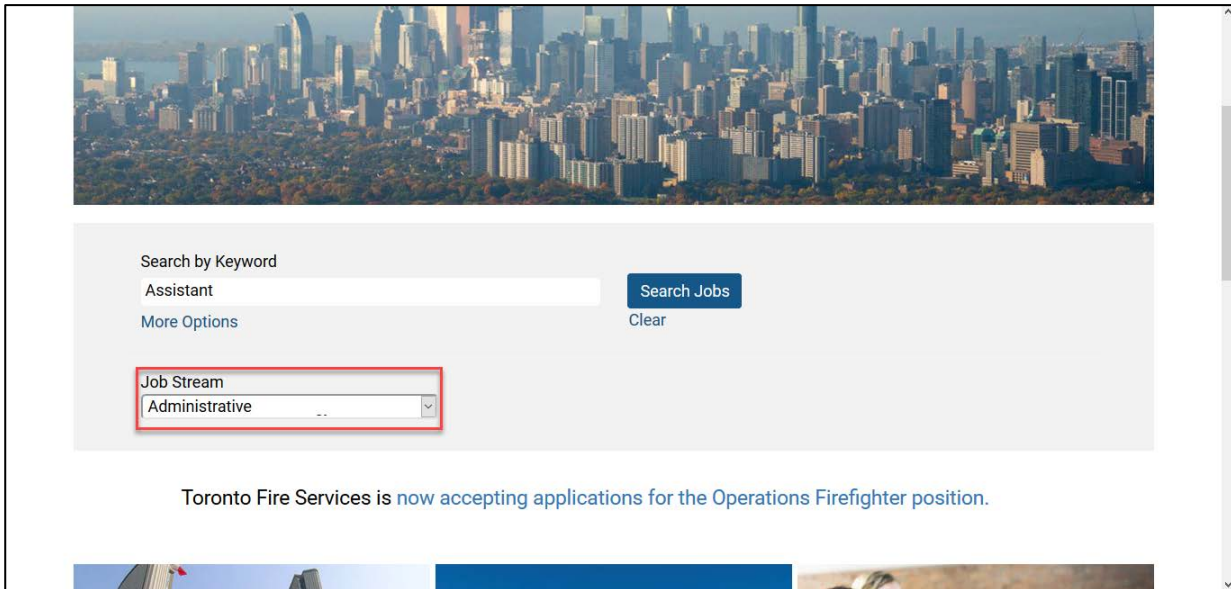
None



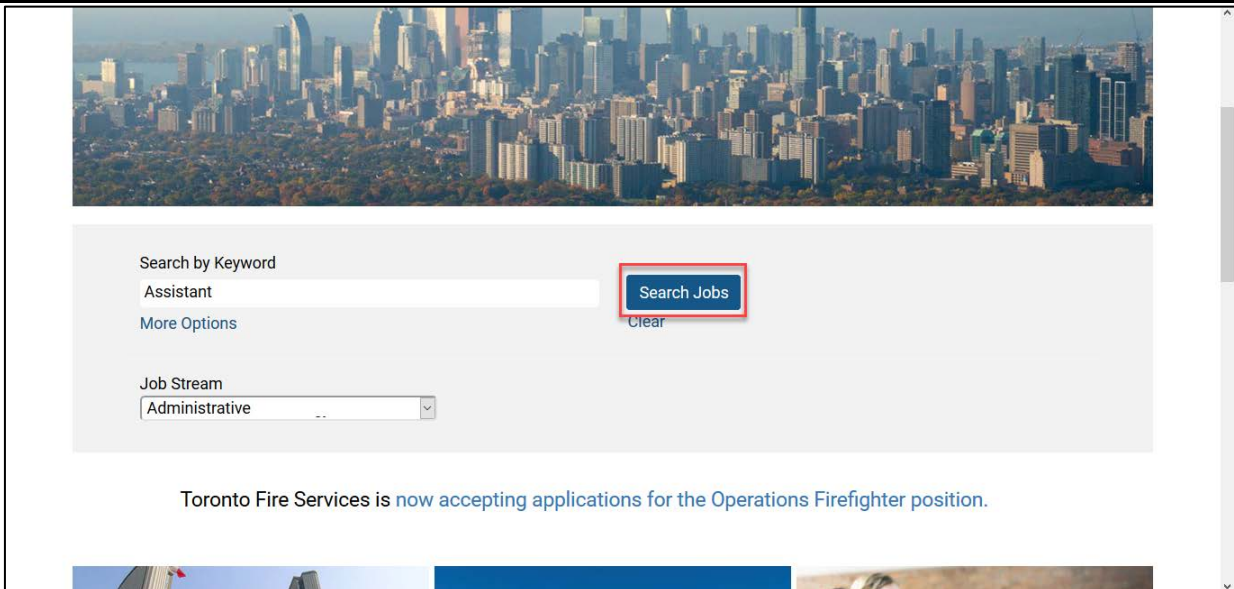
Step	Action
1	Starting on the homepage of the Toronto.ca/jobs site. Click inside the Search by Keyword search box and search for the job that you are looking for.



Step	Action
2	If you want to narrow your search results, you can click on the <b>More Options</b> link



Step	Action
3	Select your desired <b>Job Stream</b> from the drop down menu



Step	Action
4	Click on <b>Search Jobs</b>

Title	Job Stream	Position Type	Posting Date
<input type="text" value="Title"/>	<input type="text" value="Job Stream"/>	<input type="text" value="Position Type"/>	<input type="text" value="Posting Date"/>
<a href="#">SUPPORT ASSISTANT C</a>	Administrative	Full-time	Aug 7, 2019
<a href="#">ADMINISTRATIVE ASSISTANT 1</a>	Administrative	Full-time	Aug 19, 2019
<a href="#">SOLID WASTE COLLECTION OPERATOR</a>	Administrative	Full-time	Aug 14, 2019
<a href="#">HR PROGRAM ASSISTANT</a>	Governmental Affairs	Full-time	Aug 2, 2019
<a href="#">ENGINEERING TECHNOLOGIST TECHNICIAN 1</a>	Administrative	Full-time	Aug 21, 2019
<a href="#">ADMINISTRATIVE ASSISTANT 1</a>	Administrative	Full-time	Aug 12, 2019
<a href="#">SUPPORT ASSISTANT C</a>	Administrative	Full-time	Aug 15, 2019
<a href="#">SUPPORT ASSISTANT C</a>	Administrative	Full-time	Aug 15, 2019
<a href="#">ENGINEERING TECHNOLOGIST TECHNICIAN 3</a>	Administrative	Full-time	Aug 2, 2019
<a href="#">SUPPORT ASSISTANT C</a>	Administrative	Full-time	Aug 3, 2019

Step	Action
5	Your search will return a list of available positions, you can filter your results further by using the filter options at the top. You can add additional filters for <b>Title</b> , <b>Job Stream</b> , <b>Position Type</b> and <b>Posting Date</b> .
6	Based on your filters and search criteria, a list of available positions will be listed in the search result, select your desired job posting

Home | Assistant at City of Toronto T1

Search results for "Assistant".

Search by Keyword  
 [Search Jobs](#)  
 [Clear](#)  
[More Options](#)

Send me alerts every  days [Create Alert](#) [Share these Jobs](#)

Results 1 – 10 of 10

Title	Job Stream	Position Type	Posting Date
<input type="text" value="Title"/>	<input type="text" value="Job Stream"/>	<input type="text" value="Position Type"/>	<input type="text" value="Posting Date"/>
<a href="#">Terri Test ONB 11619 v3</a>	Administrative		Aug 7, 2019
<a href="#">Terri Test ONB 11619 v3 1 1</a>	Administrative		Aug 19, 2019

Step	Action
7	You can also setup alerts for job postings that meet your job criteria or share a job posting using the Share these Jobs buttons.  <b>NOTE:</b> To create an alert, you will need to be signed into your SuccessFactors profile.

## Outcome

You have successfully searched for a job posting.