# Search for a Job Opening

Applicants search for openings using basic or advanced search criteria.

**Step 1** Log into UConn Jobs site.

**Step 2** Type criteria in the **Keywords** field for a Basic Search.

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**Note:** The Basic Search is to search keywords within the title field for postings. To search keywords for other components of the postings (e.g. Department, skills, etc.), utilize the Advanced Search feature.

**Step 3** Select the duration of posting results (e.g. postings within the last month, three months, anytime, etc.).

**Step 4** Click **Search**.

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**Tip:** Use Advanced Search to search criteria in all fields of the position postings. Type and/or select all relevant options to filter your results.

**Completion** Search Results will display. Click on the posting title to view the position announcement.