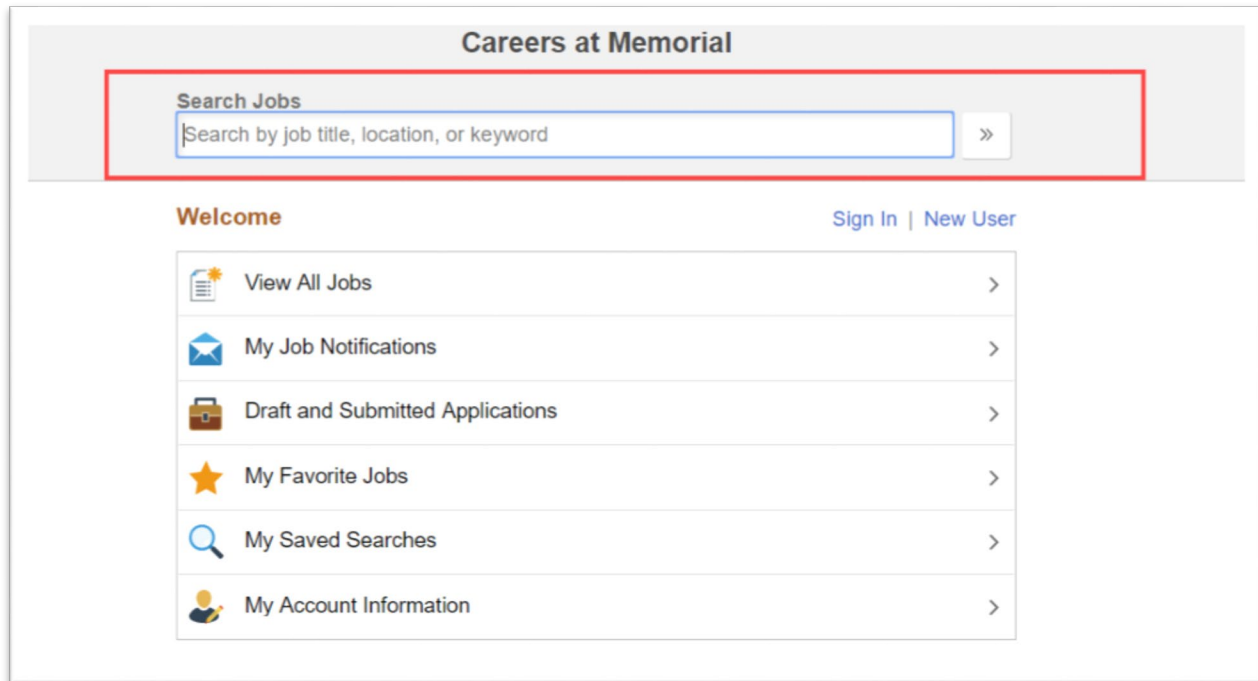




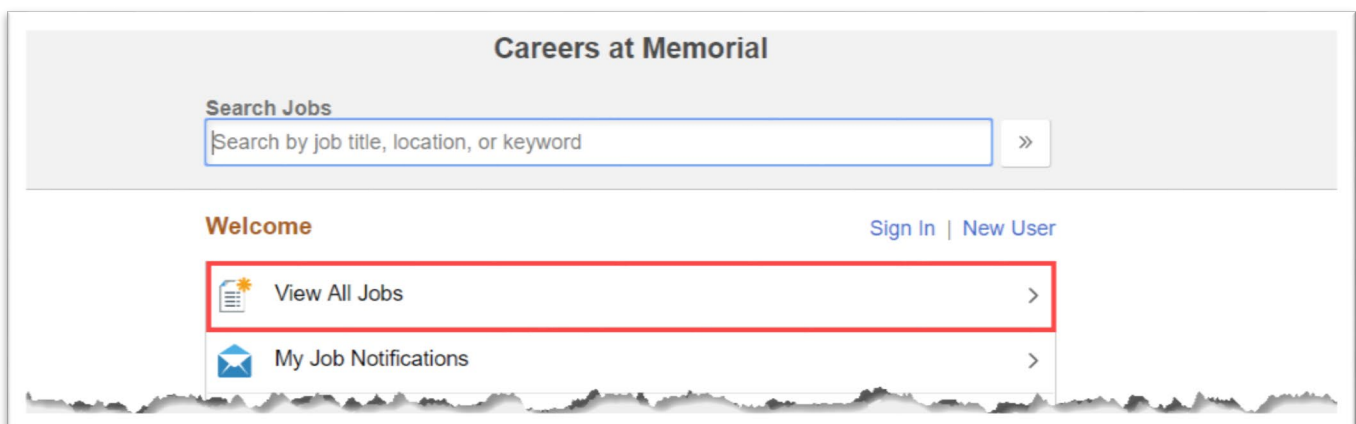
## SEARCH FOR JOB OPENINGS

The **Search Jobs** box at the top of our Careers page allows you to search for job openings using the job title, location, or keywords. Some examples are: Nurse, Security, or Biloxi.

Search Jobs:



If you click on **View All Jobs** you will see our full list of job openings.



Clicking on the Facets at the left will filter the jobs that match your criteria.

The screenshot shows a job search interface with a sidebar on the left containing facets for Location, Full/Part Time Status, Job Function, and Department. The main area displays search results for 68 jobs found. The first job listed is 'Access Representative' with details: Job ID 5754, Location Main Campus, Department Obstetrics, Job Family, Job Function Non-Patient Care, Posted Date 09/12/2018, and Close Date Open Until Filled. The second job is 'Registered Nurse (F00005)' with details: Job ID 5752, Location Physician Clinics, Department Family Practice Physicians, Job Family, Job Function Patient Care, Posted Date 09/11/2018, and Close Date Open Until Filled. A red box highlights the 'Location' facet in the sidebar.

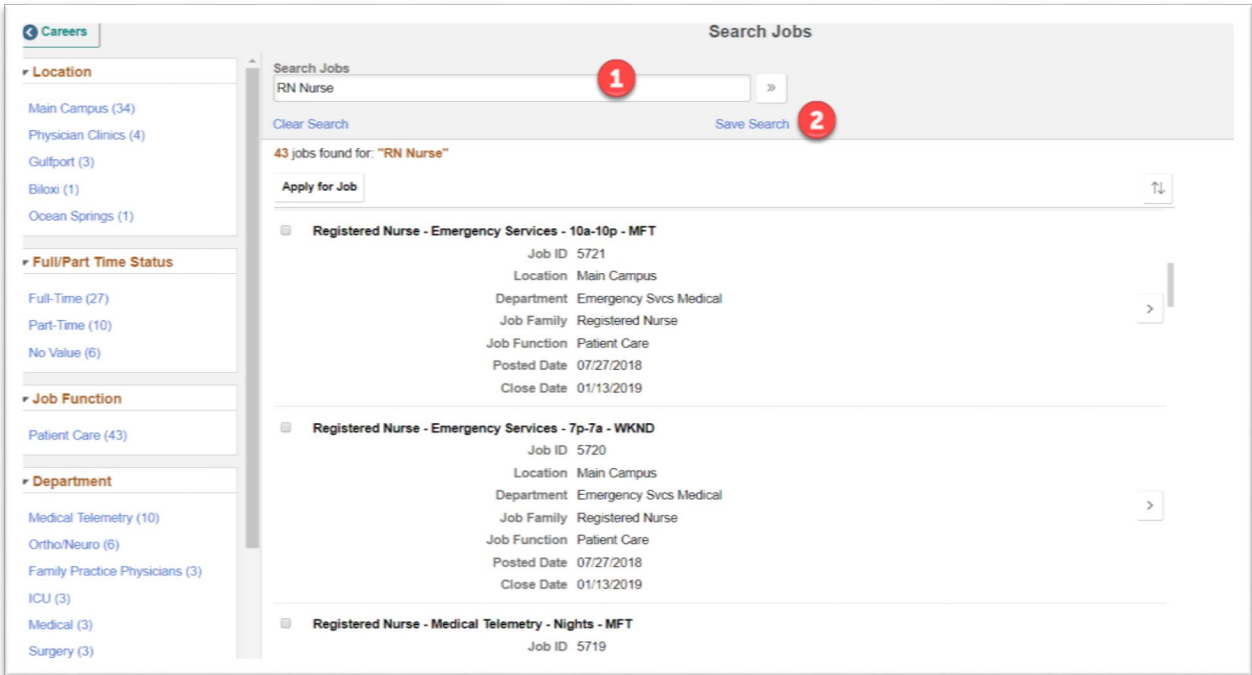
You can clear the Facets you have selected by clicking on the X.

The screenshot shows the same job search interface, but now the 'Part-Time' facet under 'Full/Part Time Status' is selected and highlighted with a red box. The search results are filtered to 24 jobs found. The first job listed is 'Pharmacist - Pharmacy - Variable - PT\*20' with details: Job ID 3672, Location Main Campus, Department Pharmacy, Job Family Patient Care, Non-RN, and Job Function Patient Care. A red box also highlights the 'Part-Time' facet in the sidebar.

You can save your searches and receive notifications of new job openings that match your search criteria.

Steps:

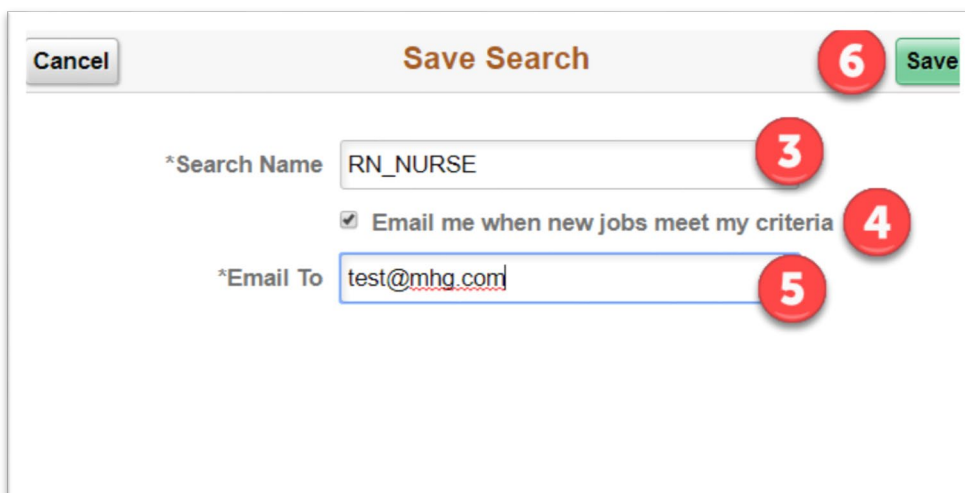
1. Enter your search criteria.
2. Click **Save Search**.



You will see a pop-up window with the details needed to save the search. If you do not see this, make sure your browser is set to allow pop-ups.

Steps:

3. Give your search a name. Only you will see this.
4. Check the email box if you want to be notified when jobs are posted that meet your criteria.
5. Enter your email address.
6. Click **Save**.



To access Saved Searches, click the **My Saved Searches** link on the Careers page.

**Careers at Memorial**

Search Jobs  
Search by job title, location, or keyword >>

**Need help? View our Frequently Asked Questions and access our help documents.**  
Click [here](#) if you are not currently an employee at Memorial Hospital. Click [here](#) if you are currently an employee at Memorial Hospital.

Welcome Rachel

- View Jobs Posted in Last 30 Days >
- View All Jobs >
- My Job Notifications >
- Draft and Submitted Applications 26 >
- My Favorite Jobs >
- My Saved Searches 1 >**
- My Contact Information >

From there, you can execute the search you saved.

**Careers** My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

**My Saved Searches**

Search Name	Created On	Notifications Email	Notification Expires On	
RN_NURSE	09/20/2018	test@mhg.com	09/20/2019	<b>Search</b> >

You can also modify your settings or delete the search by clicking on the arrow >.

**Careers** My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

**My Saved Searches**

Search Name	Created On	Notifications Email	Notification Expires On	
RN_NURSE	09/20/2018	test@mhg.com	09/20/2019	Search >

**Careers** My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

**My Saved Searches**

Search Name	Created On	Notifications Email	Notification Expires On	
RN_NURSE	09/20/2018	test@mhg.com	09/20/2019	Search >

Cancel **Edit Saved Search** Save

\*Search Name

Email me when new jobs meet my criteria

\*Email To

**Delete**