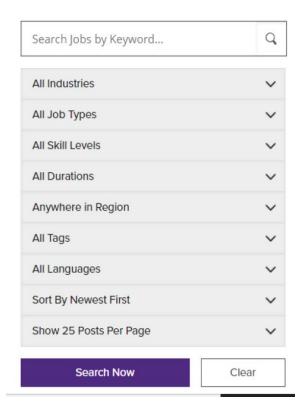**Work in York – Job Board Quick Reference Guide**

Using the provided menu allows you to select criteria that will provide general results and a large number of job postings or a focused results and specific job postings:

1. Search Jobs by Key Words – allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.

2. All Industries – is a drop down menu that allows you to select industries based on the North American Industry Classification System of NAICS as they are more commonly known.

3. All Job Type – allows you to search for job postings that advertise full-time or part-time work.

4. All Skill Levels – allows you to identify the level of the job you would like to search for such as an entry- level position, intermediate position or professional position.

5. All Durations – identifies jobs that are permanent, temporary or contract positions.

6. Anywhere in the Region – allows you to identify jobs that are located in specific towns and cities within the nine municipalities located in York Region.

7. All Languages – allows you to search for jobs where a specific language has been identified in the job posting.

8. Sort by Newest First – by selecting one of these options, you will be able to view the most recent postings or the oldest posting first.

9. Show 25 Posts Per Page – allows you to select how many job postings you would like to view on each page.

10. Search Now – will begin the search process based on the criteria you have identified.

11. Clear – will remove all search criteria back to the default setting and allow for a new search

Find the words "All Tools" on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.