



Step 1

External Applicants: go to www.careers.vermont.gov and login to your account.



Active State Employees: login to your VTHR account and go to your Careers home page: Main Menu > Self Service > Recruiting Activities > Careers



Careers

Welcome!

You can search and review job from this page without creating an account with us. When you are ready to apply, or wish to save your search, registering only takes a minute. Your on-line account allows you to upload your resume, apply for jobs, and access our on-line career tools. **If you are a current State employee, [click here!](#)**

Basic Job Search Keywords: <input type="text"/> Posted: <input type="text" value="Anytime"/> <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
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* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)

Enter your user name and password to login. **If you have not yet registered, [Register Here.](#)**

2

Choose the Job Search link at the top of the page.

Careers Home **Job Search!** [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome

Basic Job Search Keywords: <input type="text"/> Posted: <input type="text" value="Anytime"/> <input type="button" value="v"/> <input type="button" value="Search"/> Advanced Search Search Tips	My Career Tools View Application Status 0 Additional Attachments 0 Saved Resumes My Profile
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3 Enter or choose your search criteria., then click on the Save Search button.

The screenshot shows the 'Job Search' page with a navigation bar at the top containing links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. Below the navigation bar is the 'Job Search' heading. The main content area is titled 'Advanced Job Search' and contains several search criteria fields: 'Enter Keywords:', 'Select Locations:' (with a dropdown menu showing 'All Job Locations', 'Adamant', 'Addison', 'Albany', 'Alburg'), 'Select Job Families:' (with a dropdown menu showing 'All Job Families', 'Classified/Competitive', 'Internship', 'Non-Classified/Exempt', 'Temporary'), 'Full/Part Time:', 'Regular/Temporary:', 'Desired Pay:', 'Currency:', 'Job Opening ID:', 'Find Jobs Posted Within:' (set to 'Anytime'), and 'Display Results Sorted By:'. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', and 'Save Search' (which is circled in red), along with links for 'Basic Search' and 'Search Tips'. Below the search criteria section is a link for 'Return to Previous Page'.

4 Give your search a name, check the box “Use As Job Agent” and enter your email address for Job Agent notifications to be sent to you. Then click on the Save Search button.

When a new job opening is posted that matches your search criteria, an email will be sent to you.

You can save multiple searches with different criteria.

The screenshot shows the 'Save Search' page. It has a heading 'Save Search' and a form with the following fields: '*Name your search:' (with a yellow highlight), a checkbox labeled 'Use As Job Agent' (which is checked), and 'Send Job Agent notification to:' (with a yellow highlight). At the bottom of the form, there are buttons for 'Save Search' (circled in red) and 'Cancel'.