

Search for Jobs Tab

Click the **Search for Jobs** link on the My Information navigation bar in the **Substitute Self Service Center** to view the Substitute Search for Jobs tab and view available jobs that meet your profile.

The screenshot displays the 'Search for Jobs' interface. At the top, there are search filters: 'Date' (with a calendar icon), 'Organization' (dropdown), 'Job Title' (dropdown), 'Location' (dropdown), and 'Role' (dropdown). A 'Search' button is located below these filters. The main area is a table titled 'Jobs' with 6 records. The table columns are: Job Start Date, Job End Date, Day Count, Organization, Times, Location, Employee, Role, Courses, Info, and Job Title. The data rows show jobs from Evans Middle School with a role of 'Teacher Middle School' and 'ELAR'. At the bottom of the table are 'Accept' and 'Refresh' buttons.

Job Start Date	Job End Date	Day Count	Organization	Times	Location	Employee	Role	Courses	Info	Job Title
10-26-2022	10-26-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR
10-27-2022	10-27-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR
10-28-2022	10-28-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR
11-03-2022	11-03-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR
11-02-2022	11-02-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR
11-01-2022	11-01-2022	0	Evans Middle School	8:00 AM - 4:30 PM	Evans Middle School		Teacher Middle School			ELAR

You can click the Location name to view the address in Google Maps in a separate browser window.

To narrow down the list of available jobs, you can filter by Date, Organization, Job Title, Location, or Role.

Buttons on the Substitute Search Jobs Tab

- **Accept.** To accept a job listed on the tab, click it and click the Accept button. The Sub Job Number box shows your substitute job number for the assignment. When you have noted the number, click the OK button to close the Sub Job Number box. The job will be moved from the Substitute Search Jobs tab to the **Accepted Jobs tab**.
- **Refresh.** To see if other jobs matching your profile have been added to the system since you logged in to the Substitute Service Center, click the Refresh button to refresh the tab.
- **Expand Results.** If you have set up location restrictions that are active on the current date, the Expand Results button appears with a message informing you that more jobs

may be available. Click the button to temporarily broaden your search to include results that may have been excluded due to your location restrictions.