

# USING INDEED TO SEARCH FOR JOBS

This tutorial is to show you how to best search for jobs on sites like Indeed, Monster and Alis. They are all essentially the same so for the purposes of this tutorial I will focus on Indeed.

To find links to all of these websites go here:

<https://falherlibrary.ab.ca/Career/jobboard>

Begin by going to [www.indeed.ca](http://www.indeed.ca)

When you get there, you will see the page below.

Indeed has a great feature that allows you to apply for a job through the website itself. In order to this you have to create an account and upload a resume.

The screenshot shows the Indeed website homepage. At the top, there is a navigation bar with the Indeed logo, links for 'Find jobs', 'Company reviews', and 'Find salaries'. On the right side of the navigation bar, there are links for 'Upload your resume' and 'Sign in'. A red arrow points to the 'Sign in' link. Below the navigation bar, there is a banner with a heart icon and the text 'Here to help. Indeed resources for COVID-19.' Below the banner, there is a search section with two input fields: 'What' (Job title, keywords, or company) and 'Where' (city or province). The 'What' field contains the text 'Job title, keywords, or company' and the 'Where' field contains the text 'Falher, AB'. There is a magnifying glass icon next to the 'What' field and a location pin icon next to the 'Where' field. To the right of the search fields is a blue button labeled 'Find jobs'. Below the search fields, there are two links: 'Upload your resume - It only takes a few seconds' and 'Employers: Post a job - Your next hire is here'. At the bottom, there is a section titled 'Recent searches' with an 'Edit' button. The 'Recent searches' section lists three searches: 'Falher, AB' (9 new), 'Peace River, AB' (43 new), and 'McLennan, AB' (7 new). To the right of the search fields, there is red text that says 'Click here to sign in or create an account'.

indeed Find jobs Company reviews Find salaries Upload your resume Sign in En Fr Employers / Post Job

Here to help. Indeed resources for COVID-19.

**What**  
Job title, keywords, or company

**Where**  
city or province

Job title, keywords, or company Falher, AB Find jobs

Upload your resume - It only takes a few seconds

Employers: Post a job - Your next hire is here

**Recent searches** Edit

Falher, AB	9 new >
Peace River, AB	43 new >
McLennan, AB	7 new >

Click here to sign in or create an account

On this page you will be able to begin creating your account.

If you already have an account you can sign in.

### Sign In

Email Address

Password

☒ Keep me signed in on this device.

Sign In

or

Sign in with Google

Sign in with Facebook

By signing in to your account, you agree to Indeed's [Terms of Service](#) and consent to our [Cookie Policy](#) and [Privacy Policy](#).  
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.


[Not a member? Create an account free](#)

[Forgot Your Password?](#)


[Help Centre](#)


You can create an account by clicking here

From here you enter you have the option of creating an account by logging in with Facebook or Google. You can also use your email and a password of your choice to create an account.



### Create an Account (it's free)

Sign in with Google

Sign in with Facebook


or

Email Address

Password

☒ Keep me signed in on this device.

☐ I'm not a robot



reCAPTCHA  
Privacy - Terms

Create Account

By creating an account, you agree to Indeed's [Terms of Service](#), [Cookie Policy](#) and [Privacy Policy](#). You consent to receiving marketing messages from Indeed and may opt out from receiving such messages by following the unsubscribe link in our messages, or as detailed in our terms.

Now that you have signed in, you are back at the main page. On this page you can start the search for jobs in your area. You can search by job type or location or both. We recommend searching by location as it will show you all the jobs in your area. There are several filters to help you find exactly what you need as well.


The screenshot shows the Indeed homepage. At the top, there are navigation links: 'Find jobs', 'Company reviews', 'Find salaries', 'Upload your resume', 'Sign in', and language options 'En' and 'Fr'. Below these is a search bar with two sections: 'What' (job title, keywords, or company) and 'Where' (city or province). The 'Where' section has 'Falher, AB' entered. To the right of the search bar is a blue 'Find Jobs' button and a link to 'Advanced Job Search'. Below the search bar are several filters: 'All', 'New', 'within 25 kilometres', 'Salary', 'Job type', 'Location', and 'Job language'. A red arrow points from the text 'Are you looking for a particular job?' to the 'What' search input field. Another red arrow points from the text 'Where are you looking for work?' to the 'Where' search input field. A third red arrow points from the text 'Search Filters' to the filter buttons. The main content area shows 'jobs in Falher, AB' and 'Sort by: relevance - date'. The first job listing is for 'Freelance Resume Writer' at 'Talent Inc.' with a rating of 3.3 stars and a salary of '\$3,500 a month'. The second job listing is for 'Yard Shipper/Receiver' at 'United Farmers of Alberta Co-operative Ltd.' with a rating of 3.6 stars. On the right side, there is a section for 'Get new jobs for this search by email' with a text input field and a 'Send me new jobs' button. Below that is a section for 'My recent searches' showing 'Peace River, AB' with 43 new jobs and 'McLennan, AB' with 7 new jobs, with a 'clear searches' link.

**Are you looking for a particular job?**




**Where are you looking for work?**

**Search Filters**

This screen looks a lot like that the last but you will notice that it is now showing job listings in the Falher area. You can sort the listings by relevance as well as date. I like to sort by date so I can see the most current listings.



Find jobsCompany reviewsFind salaries



EnFrEmployers / Post Job

What


Job title, keywords, or company

Q

Where

city or province

Falher, AB



Find jobs

Advanced Job Search

within 25 kilometres

Salary

Job type

Location

Job Language

Upload your resume - Let employers find you

jobs in Falher, AB


Sort by: **relevance** - date

Page 1 of 11 jobs

Yard Shipper/Receiver

United Farmers of Alberta Co-operative Ltd. 3.6 ★

Falher, AB

 Easily apply


Participate in all aspects of the shipping/receiving/inventory functions, accountable for accurate daily completion of all receiving, shipping, inventory...

6 days ago · Save job

Quality Assurance Technician - MUST BE WILLING TO RELOCATE

Bouvry Exports - Fort Macleod Plant Location

Alberta

 Easily apply

Get new jobs for this search by email

My email:

Send me new jobs

By creating a job alert or receiving recommended jobs, you agree to our Terms. You can change your consent settings at any time by unsubscribing or as detailed in our terms.

My recent searches

Peace River, AB 43 new

McLennan, AB 6 new

[» clear searches](#)

Sort options



Fill out your contact information and upload a resume directly to the website!

[illegible]



These are the basic steps for searching and applying for a job online with Indeed. Remember that Indeed, Monster and Alis all function basically the same way with some minor variations.

If you have any questions at all, reach out to us by phone or email which can be found here: <https://falherlibrary.ab.ca/Career/CERC>