How to Look Up a Job Order

On your left-hand navigation menu, select “Job Search.”

Expand sections by clicking on the plus (+) sign. Expand the “Job Order Number Search” section.

If you have a Job Order number provided to you, you can enter it into the Job Order Number field and click “Search.” If you do not have an exact Job Order number, you can search by the other fields such as a “Keyword” search to locate job orders for similar positions.