



How To Use JOBview

JOBview is located on the Louisiana Eastern District Web Page and can be utilized to find employment in Louisiana.

Go to:

[Http://www.laep.uscourts.gov](http://www.laep.uscourts.gov)

Click on the link as shown.



JOBview has two required fields to sign in.

1. Type your first name and last name in the “Full Name Box” (example: John Smith)
2. Select your probation officer from the drop down box.
3. Click on the blue Sign In button.



From here you can:

- See tutorial on using JOBview by clicking “Start Here First” (Circled in blue near the bottom)
- Begin your job search by clicking “Select Here To Search Jobs in Louisiana” (Circled in red in the center of the screen)



On this screen you can select a city or refine your search by clicking on the red “Refine Your CITY SEARCH” button.

Once the city is selected, the next screen will bring you to the available jobs in the selected city.



Select a category that interests you by clicking on any of the blue job category tiles.



On this screen you will find the jobs available based on the category you have chosen.

Click on the job opening that interest you.

- Follow the on-screen instructions to apply for that position. Note: The application process will vary depending on employer.