

Notes on using the new format of JOE:

The new format of JOE allows you to view and/or browse the complete listings or to narrow the set of JOE listings based on **section** (type of position), **JEL classification**, and **location**. Choose from the set of drop-down options to limit the listings. You can limit by section, JEL classification, and location individually (for example, find all jobs in Pennsylvania) or in combination (for example, find all full-time non-academic positions in micro-economics in Pennsylvania).

If you choose to limit by location, first choose the country, then the state/province, then the city, if you want to narrow the search that far. You can specify to any level you choose.

The JOE listings will appear below the teal search box. The default will show all available listings in alphabetical order by employer. To see more detail about a position, click on the plus sign to the left of the position title. This will expand to provide more detailed information about that position and allow you to choose to view the full JOE listing by clicking the “View Listing” button. If you prefer the expanded view for all positions, you may choose the button from the teal search box that says “Open All Listings Detail”.

When you choose the “View Listing” button (or click on the position title), a new window will open with complete information for that JOE listing. This page will include a summary section followed by the full-text of the listing and application information. At this level, you may choose from several of our new features: Mark for Download, Print Listing, and Close Window.

Note to Users of Ad Blocking Software: Some ad blocking programs that use algorithms to decide what to block will block the “View Listing” button. To use the JOE website you will have to disable the plugin or set it not to block *AEAweb*.

Mark for Download. With this feature, you’ll be able to mark listings that look interesting to you while browsing and then download an Excel-compatible spreadsheet with the listings you’ve marked. You can use the spreadsheets to either refer back to the listings you chose or to mail merge applications, depending on the information provided by the employer for applications.

Print Listing. The Print Listing button will allow you to quickly print just the listing you are currently viewing to a local printer.

Close Window. This button will close the window of the listing you are currently viewing without taking any other options, while keeping open the window that contains the listings.

Please contact joe@aeaweb.org if you have any difficulties or questions about the new JOE format.