Search Tutorial

On any page on the site, type a term (such as FMLA, FLSA, concerned activity, healthcare, etc.) in the black bordered search box at the top right of the page, then hit “enter” or click on the word “SEARCH” next to the box.

This will take you to the search home page where a list of results for the term you entered will be displayed. (We used the term “concerned activity” for our screen shots.)

On the right, you’ll see several options to sort by, including: Relevancy, Title, Type, Author, and Date. Below that list, you’ll also see: Filter by State, Filter by Type, Filter by Category, and Filter by Source Publication.
If you click on “Relevancy,” your search results will bring the most relevant results to the top of the list. If you want to your search results to be sorted by any of the other option, such as date, click on “Date” under the “sort by” list. The list of results will now be displayed from newest to oldest. If you want to reverse the order to be from oldest to newest, click in “Date: again.

This same process also applies to “Title” (an alpha sort), “Type” (a sort by content type such as Alert, Newsletter article, Topic page, etc.), and “Author” (identifies the source of the content). Sometimes the author is a person but, most often, it is a specific newsletter such as the Federal Employment Law Adviser or a state Employment Law Letter.

Once you’ve received the results for all of the content for the search term you entered and have sorted it according to your needs, for example from newest to oldest, you can then filter the content to narrow your search. If you want only content that is specific to a state, for example Missouri, use “Filter by State” to scroll down, find the state and click on it. The results will change according to your selection. Notice that the options within “Filter by Type” and Filter by Source Publication” also changed to reflect your selection.
Now that you’ve narrowed down your search to the state you need, you also might want to narrow down the category as well. (Categories are assigned to content as it is added to HRLaws.) In our example for concerted activity, the listed categories are:

- Labor Law – Protected Concerted Activity (20)
- Labor Law (14)
- Unfair Labor Practices (12)
- Unions (9)
- Discipline (7)
- Unions – Organizing (7)
- Personnel Policies (6)
- E-mail (5)
- Labor Law – Strikes (5)
- Disciplinary Actions (4)
- Employer Investigations (4)
- National Labor Relations Act (4)
- Employee Misconduct (3)
- Termination (3)
- Title VII (3)
- Employee Rights (2)
- Hostile Work Environment (2)
- Safety (2)
- Wages (2)
- Wrongful Discharge (2)

Note that only the first 10 categories are shown, so be sure to click on “Show More” to see the complete list. The number next to the category indicates how many results were found for each of the listed categories. In our example, the category “Email” shows 5 results, while the category “Labor Law – Protected Concerted Activity” shows 20 results. Content on HRLaws is cross-referenced and, as a result, will appear in more than one category.

Last, but not least, click on one or more of the articles listed in your search results to get the information you need.