

## To create a job alert

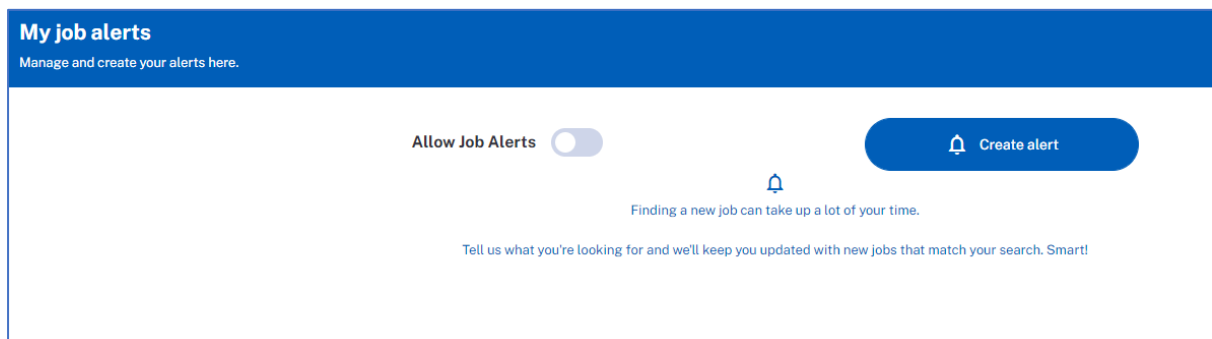
You can register for job alerts on the e-Recruitment candidate site so that you are notified of any future jobs that may be of interest to you.

Both new and existing candidates can register for job alerts.

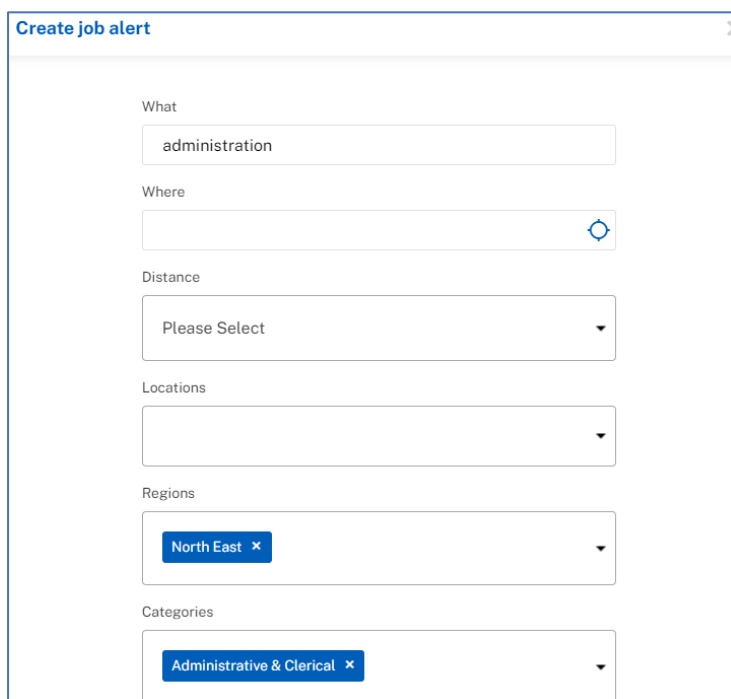
If you have already created an e-recruitment account, you will be asked to sign into your account.

If you have not yet created an account, you will be asked to register for an account.

Once signed in, click on **create alert**



Select the relevant criteria including geographical location, contract, key words e.g. administrator and also the frequency of the job alerts email. Once you have entered the information, click save alert to set this up.



The screenshot shows a "Create job alert" form with the following fields:

- What:** A text input field containing "administration".
- Where:** A text input field with a location pin icon on the right.
- Distance:** A dropdown menu with "Please Select" and a downward arrow.
- Locations:** A dropdown menu with a downward arrow.
- Regions:** A dropdown menu with "North East" and a blue button with "x" and a downward arrow.
- Categories:** A dropdown menu with "Administrative & Clerical" and a blue button with "x" and a downward arrow.

Once you have subscribed to job alerts, you will receive email notifications of any roles that match the exact criteria you have selected, if the job has **Enable job alerts** switched on. Both external and internal candidates can subscribe to job alerts.

Once the alert has been set up, this can be modified or cancelled, by logging into your account and clicking on “My Job Alerts” in the menu on the right-hand side.

