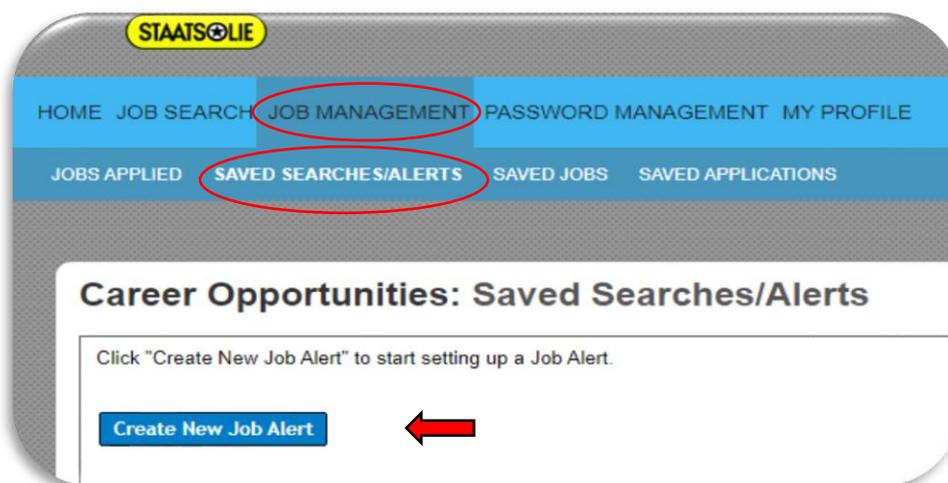


How do you create a job alert to get notifications about available jobs?

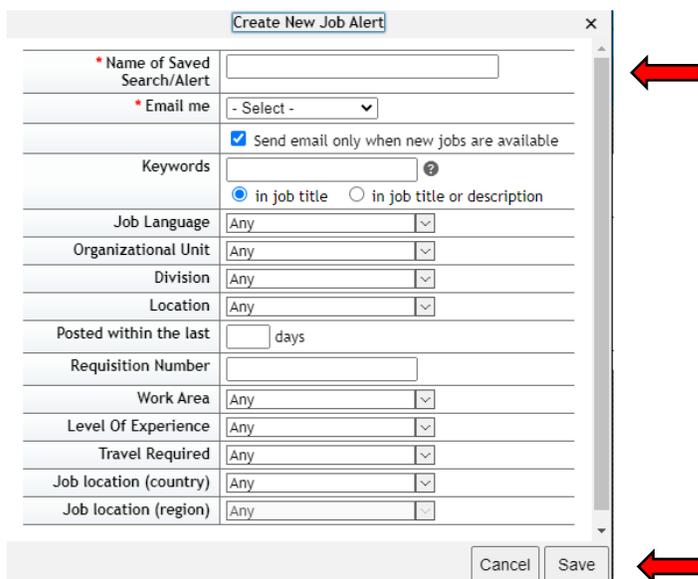
1. Log in to your [account](#)

2. Click on **Job Management, Saved Searches/Alerts**

and click on **Create New Job Alert**



3. A new window appears. Type your interest in the field ***"Name of Saved Search/Alert"*** and fill in your other preferences, then click ***"Save"***.



The screenshot shows the "Create New Job Alert" dialog box. The "Name of Saved Search/Alert" field is highlighted with a red arrow. The "Save" button is also highlighted with a red arrow. The dialog box contains the following fields and options:

* Name of Saved Search/Alert	<input type="text"/>
* Email me	- Select -
	<input checked="" type="checkbox"/> Send email only when new jobs are available
Keywords	<input type="text"/> <input type="radio"/> in job title <input type="radio"/> in job title or description
Job Language	Any
Organizational Unit	Any
Division	Any
Location	Any
Posted within the last	<input type="text"/> days
Requisition Number	<input type="text"/>
Work Area	Any
Level Of Experience	Any
Travel Required	Any
Job location (country)	Any
Job location (region)	Any

Buttons: Cancel, Save

** You can create as many job alerts as you like

4. Click **“Select”** to run, edit, or delete the job alert

Career Opportunities: Saved Searches/Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
HRM Jobs	03/30/2022	09/26/2022	Daily	Select ▾ ▶ Run ✎ Edit 🗑 Delete

[Create New Job Alert](#)



Note: The job alert has an expiration date, click on edit and save to activate the job alert again when expired.

You will now receive notifications from the system if an open job is posted by HR!