INTERNAL CANDIDATE JOB ALERTS IN WORKDAY

Creating a Job Alert:

1. In the search bar, choose Manage Job Alerts then select Create Job Alert.

![Create Job Alert Form]

2. Enter a name for your job alert in the Name Your Job Alert field.
   a. For example: “Coordinator Positions”, “Researcher Positions”, etc.

![Create Job Alert Form with example name]

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3. Enter the **frequency** (daily or weekly) of which you would like to receive notifications on the homepage of your Workday profile.

4. While the name and frequency of the job alerts are the only required fields, it is recommended that you utilize filters to refine your search.
   
a. To have the broadest selection of opportunities, the following filters are suggested:
   
i. Full/Part-time
   
ii. Job Profile
   
iii. Job Type

b. **Note:** you may create multiple job alerts based on your interests.
MANAGING JOB ALERTS

1. Once you have an alert created, you can edit your preferences by clicking the arrow next to the Manage button on the Manage Job Alerts home page. You also have the ability to create a new job alert by clicking the orange Create Job Alert button at the top of the page.

2. Once your Job Alerts are submitted, you will receive a notification based on your defined frequency preferences (daily or weekly) in the notification section (bell icon) in the upper right hand corner of your Workday homepage.

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