System Guide: Job Alerts (External Applicant)
# Audience: external applicant

Introduction

Job Alerts is a Talent Management tool that allows external applicants (non-CMU employees) to set an alert in Workday to be notified when a position that matches their interests is posted to external Careers on the Carnegie Mellon site. Daily job alerts are sent out at 4 a.m. EST. Weekly notifications are sent out at 9 a.m. EST on Saturday. You must opt-in to receive job alerts (see Opting In instructions below).

Create a Job Alert

1. Log in to your **Candidate Home** account.
2. Click on the **Job Alerts** link located in the upper right corner of your screen.
3. Click the **Create Job Alert** button.
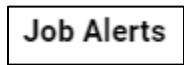
Job Alerts

Name Your Job Alert* (Required): Enter a name that describes the job alert**.**

Frequency* (Required): Select how often you would like to receive a job alert.

- Daily job alert notifications are sent out at 4 a.m. EST.
- Weekly job alert notifications are sent out at 9 a.m. EST each Saturday.

Use the **optional fields** to specify criteria for receiving job alerts. Making a selection in an optional field will not limit the selections available in the other fields.
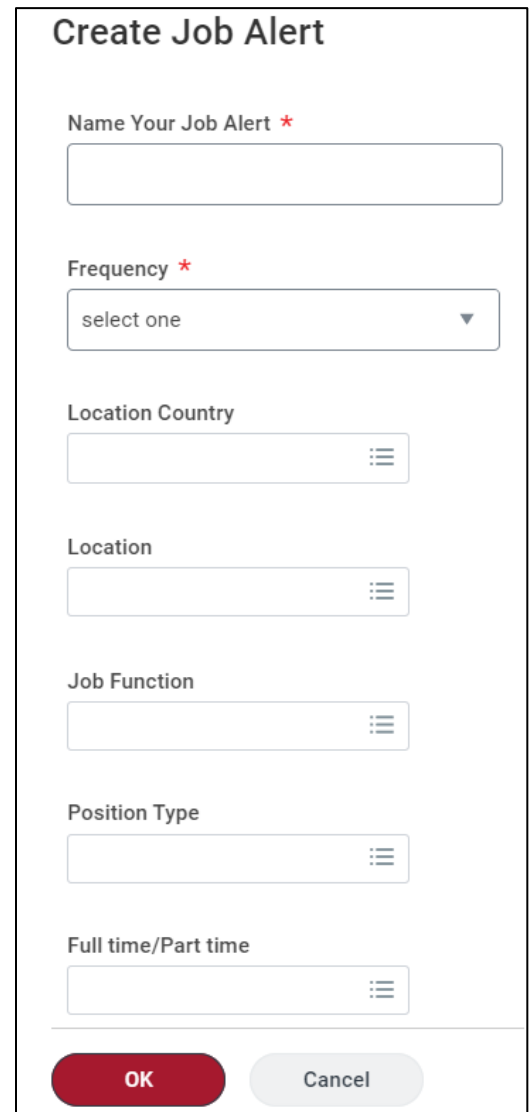
Location Country: Choose a country.

Location: Choose a primary work location.

Job Function: Choose a job function.

Position Type: Choose a staff position type.

Full time/Part time: Choose a position time type.

Looking for a student job? Please see our Student Employment site.

Looking for a faculty position? Click here.

Opting In: Once you sign up for alerts, you will receive an email from CMU confirming your interest in receiving job alerts. To confirm, click on the link in the email, and select "Yes" on the following screen to continue receiving our emails. If at any anytime you would like to update your job alert email preferences, you can use the link in the initial opt-in email to make changes.

Create Job Alert

Name Your Job Alert *

Frequency *

select one ▼

Location Country

Location

Job Function

Position Type

Full time/Part time

OK   Cancel

Carnegie Mellon University

Manage Existing Job Alerts

You can delete or make changes to an existing job alert at any time.

1. Log in to your **Candidate Home** account.
2. Click on the **Job Alerts** link located in the upper right corner of your screen.
3. Locate the job alert you want to change.
4. Click the **Manage** button, and then select **Edit** or **Delete**.

My Job Alerts	Filters	Frequency	Actions
Positions in Student Services	Student Services	Weekly	Manage ▼
			Edit
			Delete

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