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 at 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.

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.

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.
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.

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