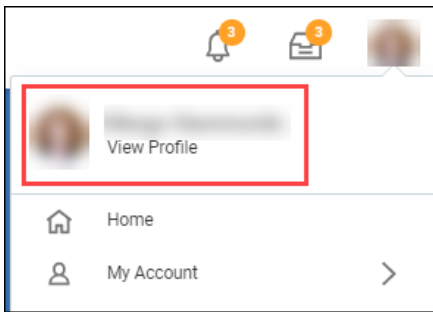


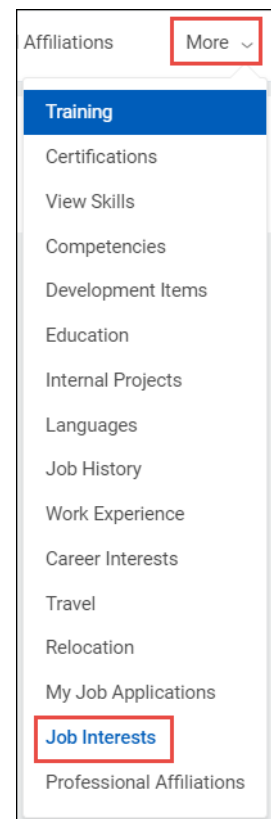
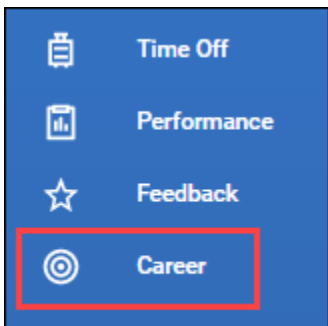
## Job Interest Notifications

This job aid provides step by step instructions on how to set up job interests in Workday. You will receive links to job postings in your Career section when jobs are posted.

Step 1: Click on the *cloud icon or your photo* and select **View Profile**.

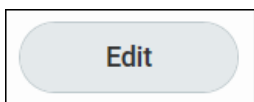


Step 2: In the left hand navigation, select **Career** - depending on your settings you may have to first click *More* at the bottom of the screen.



Step 3: From the tabs at the top, click on **More** and then select **Job Interests**.

Step 4: Click the **Edit** button at the bottom of the screen.

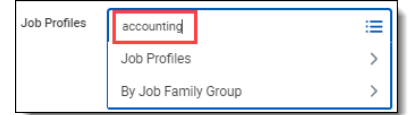


Step 5: Click on the menu prompt in the *Job Profiles* field.

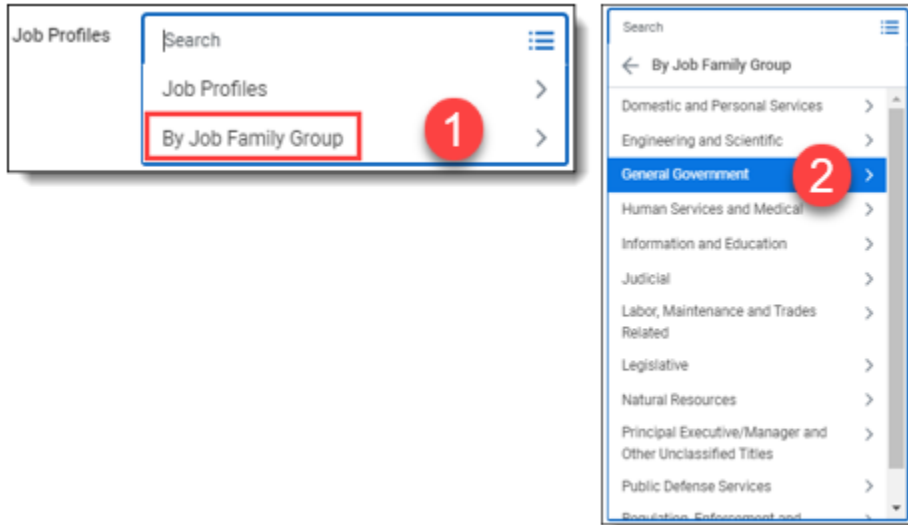




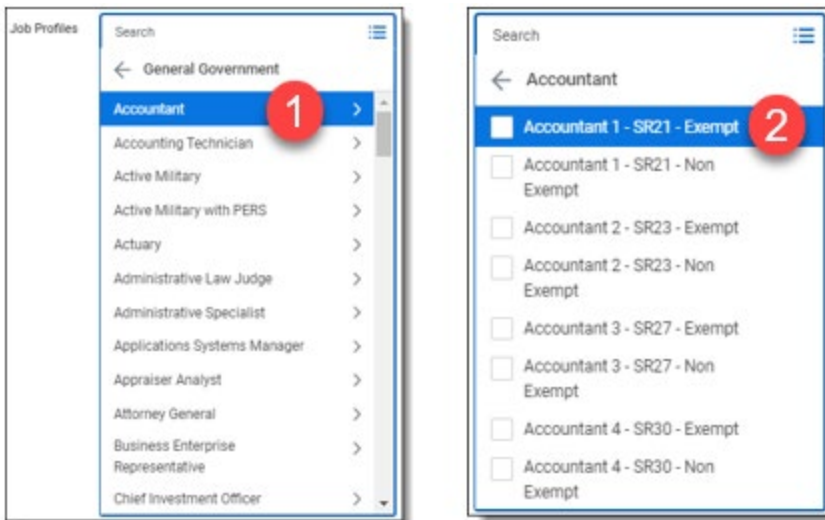
If you know the name of the job profile you want, type it in the search field and hit enter.



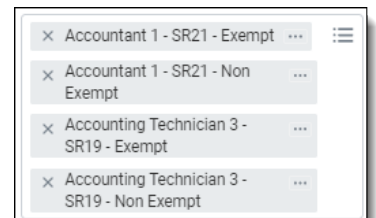
Step 6: You can search for the name of the job profile, or click on **By Job Family Group** (1) to select from a list of **Job Families** (2).



Step 7: Click on a **Job Family** (1) to view a list of **Job Profiles** (2).



Step 8: Click on all of the job profiles you would like to set up Job Interest for. Note: Selecting both the *Exempt* and *Non Exempt* version of the job profile will ensure you do not miss a potential opportunity.



Step 9: Click **Submit** and **Done**. Repeat Steps 2 and 3. If recruitments are open, you will see *Open Jobs* with a link to the recruitment.

