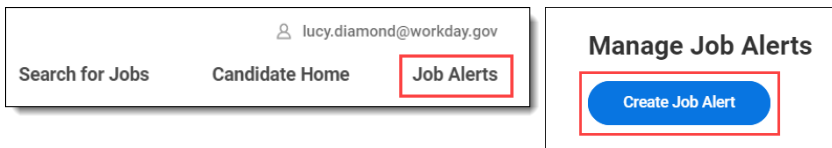


Setting up Job Alert notifications for external candidates

External candidates can create Job Alerts in Workday, so they will get notifications when jobs are posted that they have an interest in. You must respond to the *Confirm Opt In* email to acknowledge that you want to receive Workday Job Alerts and Recruiting Marketing emails in order to receive job alerts. NOTE: Current state employees must apply for jobs through their Jobs Hub application in their internal Workday account.

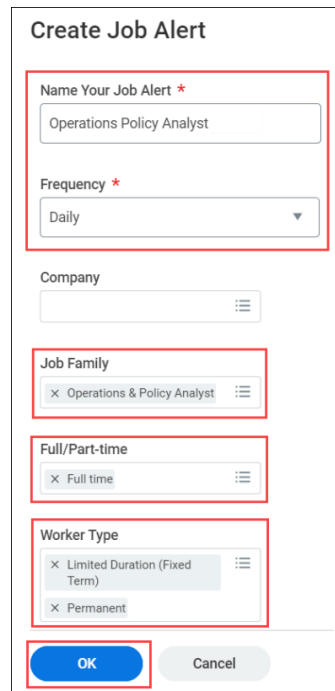
Sign In

Sign into your external candidate account and select the **Job Alerts** tab, then select **Create Job Alert**.



Create Job Alert

Name your alert and select a **Frequency** in which you want to receive notifications (daily or weekly). Select the notification constraints. In this example, we selected *Operations and Policy Analyst Job Family* that are Full-time and Limited Duration or Permanent positions. Click **OK**.



Edit or Delete Job Alert

From the *Manage Job Alerts* page, select the **Manage** button for the job alert you want to update. From the menu select the action (*Edit* or *Delete*) you wish to take on the job alert.

