



Set Up a Job Alert

We welcome the opportunity to have you apply for positions with the North Carolina Department of Justice. To help you stay informed about future opportunities, you can create a Job Alert on the State of North Carolina's public employment site. Once created, you will receive email notifications when new positions that match your interests are posted.

How to Set Up a Job Alert

1. Visit the [Work for NC](#) site.
2. Select **External Application Portal**.
3. Select **Sign in**.
 - o If you have an account, enter your email address and password, then select **Sign In**.
 - o If not, select **Create Account** and follow the prompts.
4. Once signed in, select **Job Alerts** in the upper right-hand corner.
5. Select **Create Job Alert**.
6. Enter a name for your alert in the **Job Alert Name** field.
7. Choose how often you want to receive alerts (daily or weekly).
8. Enter filters such as agency, job category, locations, job type and so forth to narrow your results.
9. Select **Create** to save your alert.