

Applicant Info: How to Set Up Job Alerts

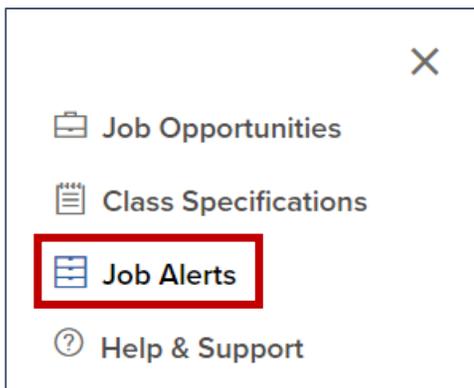
1. Access the state's [Job Opportunities](#) page.



2. Select the **Menu** button, which is located in the upper-left hand corner of the page.



3. Select **Job Alerts** from the menu that displays.



4. Select all job categories that you are interested in.

2 Job Categories selected ✓ Select All ✕ Clear All **Subscribe**

| | |
|---|--|
| <input type="checkbox"/> Accounting and Finance | <input checked="" type="checkbox"/> Administration |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Airports | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Arts | <input checked="" type="checkbox"/> Attorney |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Automotive |

5. Click the **Subscribe** button.

2 Job Categories selected ✓ Select All ✕ Clear All **Subscribe**

6. Complete all required fields in the Job Interest Card.
Note: Required fields are denoted by a red asterisk.

Job Interest Card ✕

First Name * Last Name *

Street Address *

City * Zip Code *

7. Click the **Submit** button.

Email Address *

Submit

8. You have successfully set up job alerts. Job alerts that you establish are valid for 12 months. Each time a job is posted to the state's Job Opportunities page that matches the criteria you establish, you will receive an email notification.