

Setting up Job Alerts

Job Alerts can also be set after you've registered an account with Your Coop Careers. You will need go onto your candidate profile and your Job Alerts preference will be located to the right of the screen.



1. Click **YES** for 'Would you like to receive job alerts from us?'

*Would you like to receive job alerts from us?

- Yes
 No

2. Complete your job alerts preferences by selecting your choices for Trading Group, Specialism and Location.

Preferred Trading Group:

2nd choice:

Preferred Specialism:

2nd choice:

Preferred Location:

2nd choice:

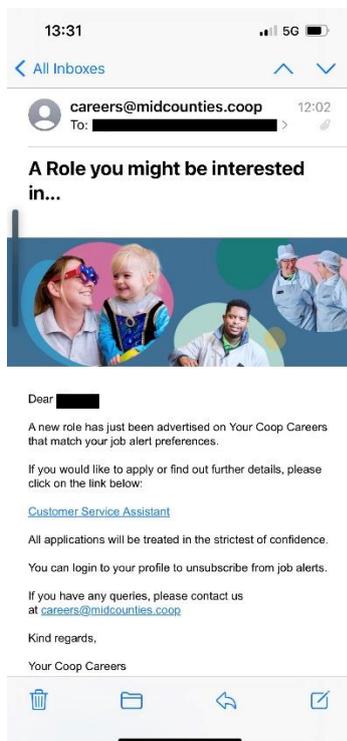
3. Select the **vacancy types** you are looking for e.g. permanent, fixed term roles.

Preferred Vacancy Types:

- Secondment (Internal Only)
- Permanent
- Fixed Term (end date)
- Term Time
- Contractor
- Apprenticeship

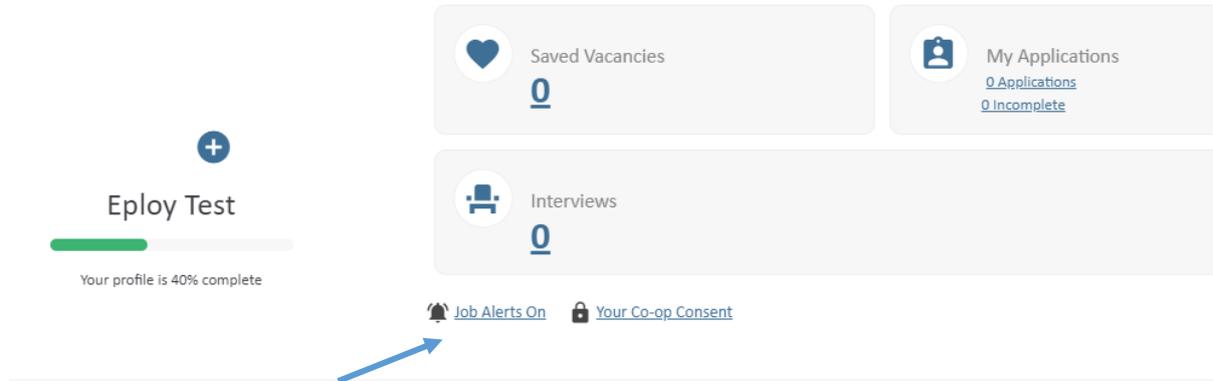
4. Click **Save**.

Your Job Alerts are now active. When a role is newly advertised you will receive an email communication like below. You will also receive an email if several roles are already advertising within your preferences.



Turning Job Alerts Off

If you no longer wish to receive Job Alerts, you can turn this feature off by doing the following:



1. Click **Job Alerts On**.
2. Click **No** next to 'Would you like to receive job alerts from us?'

*Would you like to receive job alerts from us?

Yes

No

3. Click **Save**.