

## Setting up Job Alerts

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	Saved Vacancies	My Applications <u>0 Applications</u> <u>0 incomplete</u>
•		
Eploy Test	Interviews	
Your profile is 20% complete	Job Alerts Off 🔒 Your Co-op Consent	

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?

0	Yes

⊖ No

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

Preferred Trading Group:	
Food Retail 🗸 🗸	
2nd choice:	
Please Select 🗸	
Preferred Specialism:	
Customer Service	~
2nd choice:	
Please Select	~
Preferred Location:	
Warwickshire	~
2nd choice:	
Please Select	~



## 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:

	Saved Vacancies O My Applications O Incomplete
<table-cell-rows> Eploy Test</table-cell-rows>	Interviews
Your profile is 40% complete	
	Your Co-op Consent

- 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.