

Your Co-op Careers

JOB ALERTS

your
COOP

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Registering with Job Alerts

When registering an account with Midcounties Careers, you will be given an opportunity to confirm whether you would like to receive job alerts.

On the registration page, you will see the question 'Would you like to receive job alerts from us?'

Create a new profile

How did you hear about us?

Please Select ▼

*Do you currently work for
Midcounties Cooperative?

Yes

No

*Would you like to receive job alerts
from us?

Yes

No

*Title:

Please Select ▼

*Forenames:

*Surname:

1. Click **YES**.

You will have the option to list 3 choices for Trading Group, Location and Specialism. Any vacancy raised on the website will sit under a Trading Group e.g. Food Retail. The hiring manager will assign a location and specialism to the vacancy. You

2. To specify what Trading Group you are interested in, click the **dropdown** and choose your preferred group.

If you have a second and third choice group, you can choose those from the dropdown list.

*Preferred Trading Group:	- - Food Retail ▼
2:	- - Energy ▼
3	Please Select ▼

3. To specify your work location preferences, click the **Preferred Location** dropdown and choose from the list of locations.

If you have second and third choice location, you can choose them from the dropdown list.

*Preferred Location:	- - Leamington Spa ▼
2:	- - Cheltenham ▼

4. Within those trading groups and locations, you can also state what specialist areas of work you are looking for.

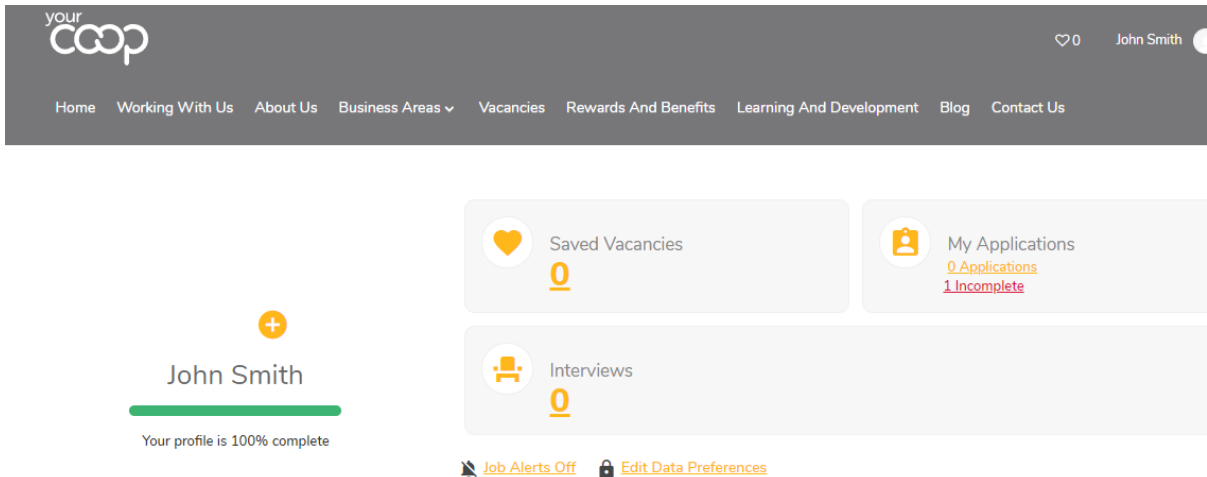
If you have a second and third choice specialism, you can choose them from the dropdown list.

*Preferred Specialism:	- - Marketing ▼
2:	- - Administration ▼

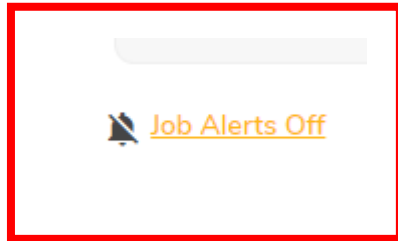
5. Proceed with the remainder of your registration and click **Register**.

You will be alerted via email if there are any new vacancies that match your preferences. You will be provided with a link to the vacancy where you can apply.

Setting up Job Alerts post-registration



Job Alerts can also be set after you've registered an account with Midcounties 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 **EDIT PREFERENCES**.
2. Click **YES** for 'Would you like to receive job alerts from us?'
3. Complete your job alerts preferences by selecting your choices for Trading Group, Specialism and Location.

Preferred Trading Group:	-- Travel ▼
2:	Please Select ▼
Preferred Specialism:	-- Customer Service ▼
2:	Please Select ▼
Preferred Location:	Warwickshire ▼
2:	Please Select ▼

4. You will also be able to state your **salary requirement** if you have one.

5. If you wish to provide your **notice period**, you can also enter these details.

Current Salary:

Annual Salary Required (£):

Notice Required:

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

Preferred Vacancy Types:

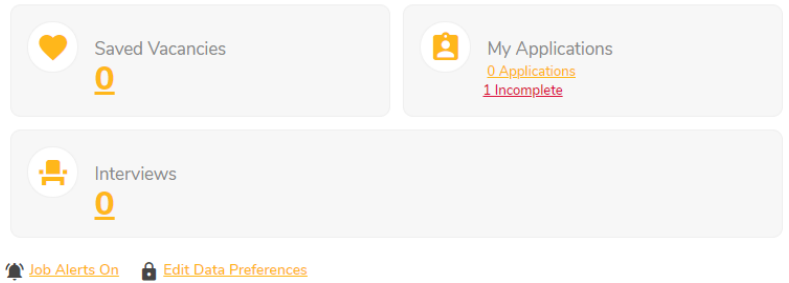
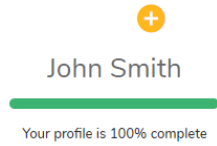
- Secondment (Internal Only)
- Permanent
- Fixed Term (end date)
- Term Time
- Temporary (no end date)
- Contractor Agency
- Self Employed Contractor

7. Click **Save**.

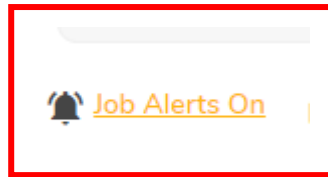
Your Job Alerts are now active.

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**.