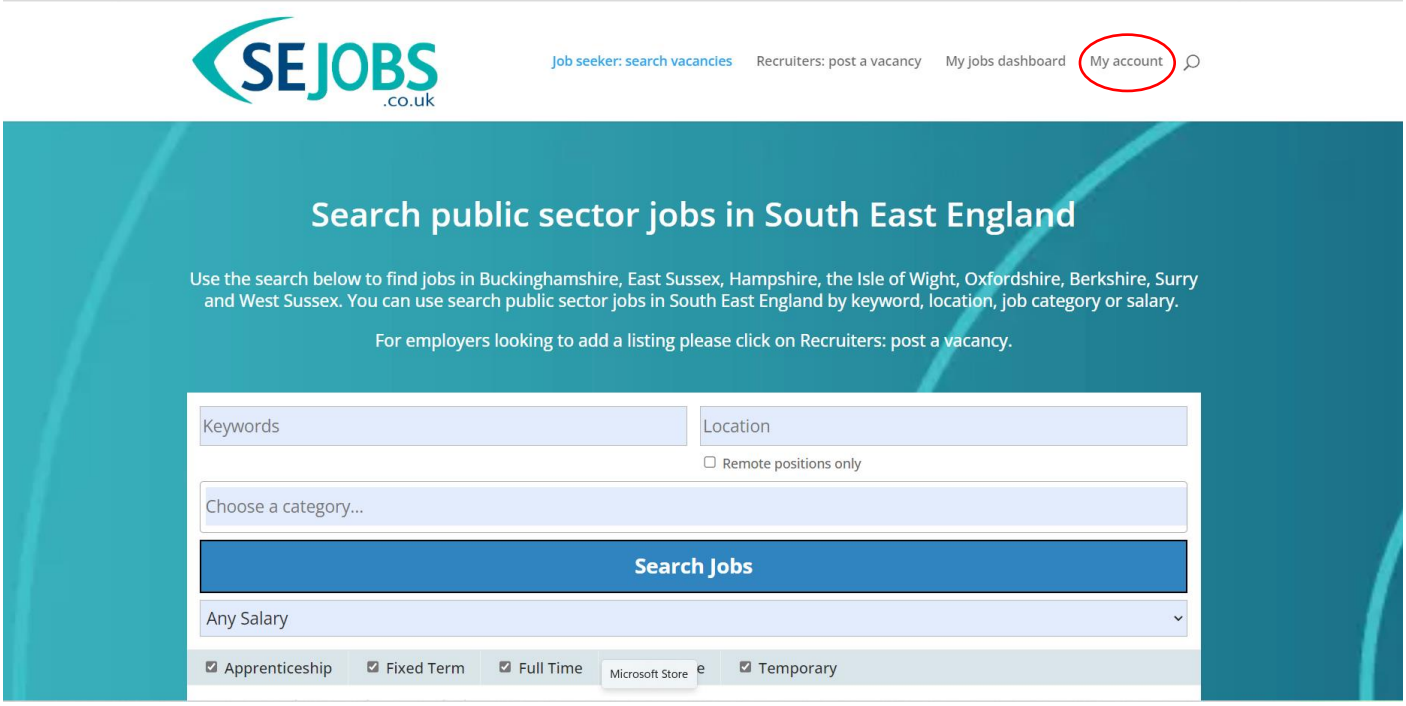
SEE
South East Employers

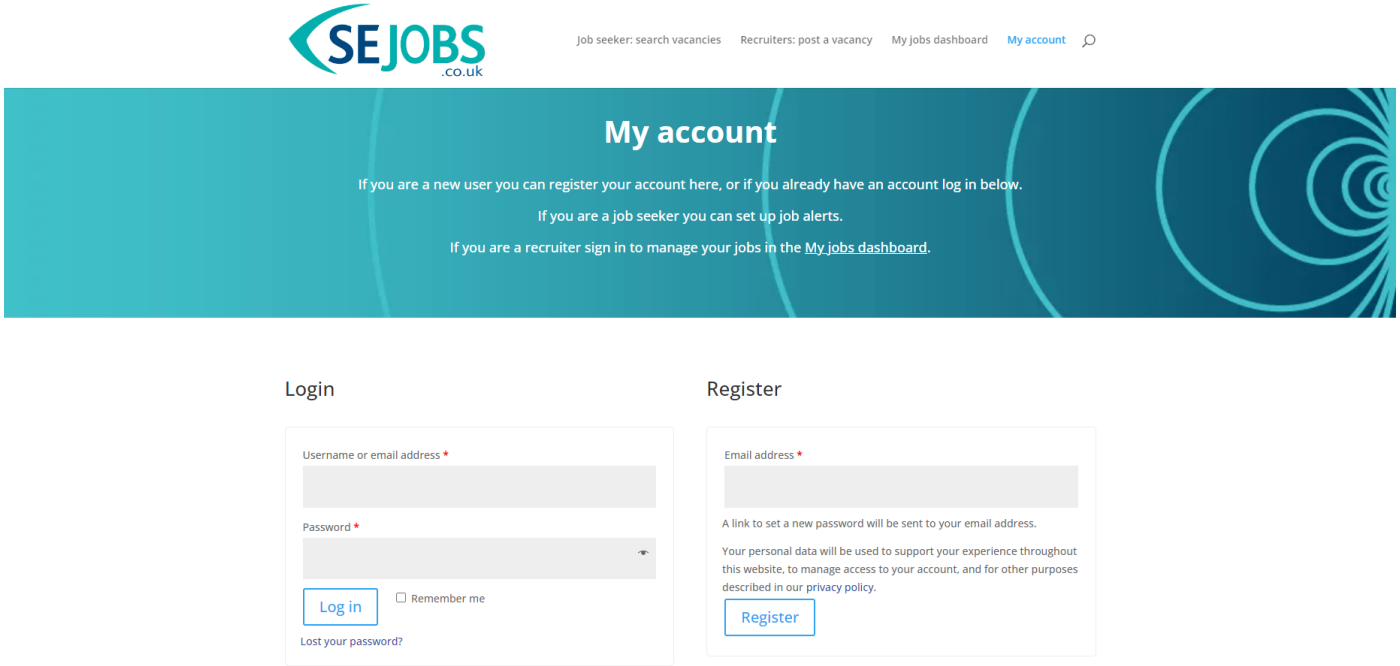
HOW TO SET UP A JOB ALERT

SET UP A JOB ALERT

Visit sejobs.co.uk and go to ‘My Account’ in the header menu of the site

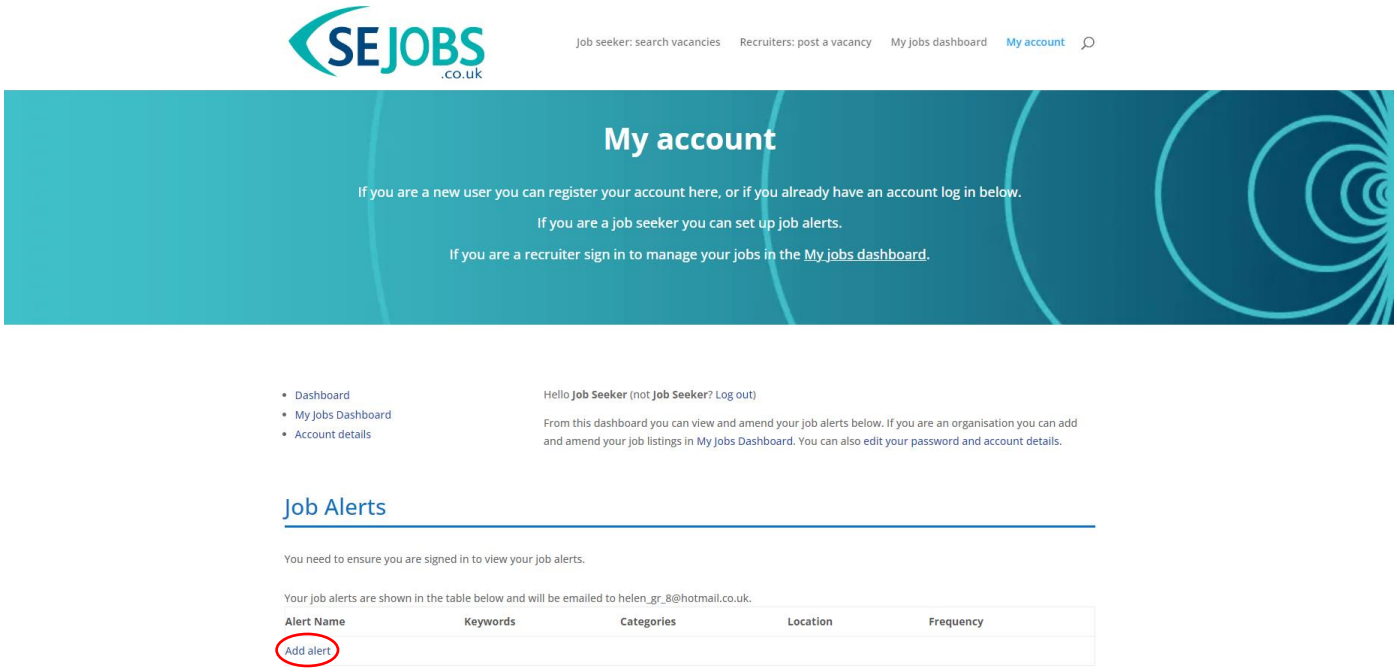


Log into your account or create one



SET UP A JOB ALERT

After logging in you will be taken to your account. To set up a job alert click on ‘Add Alert’ within the Job Alerts table.

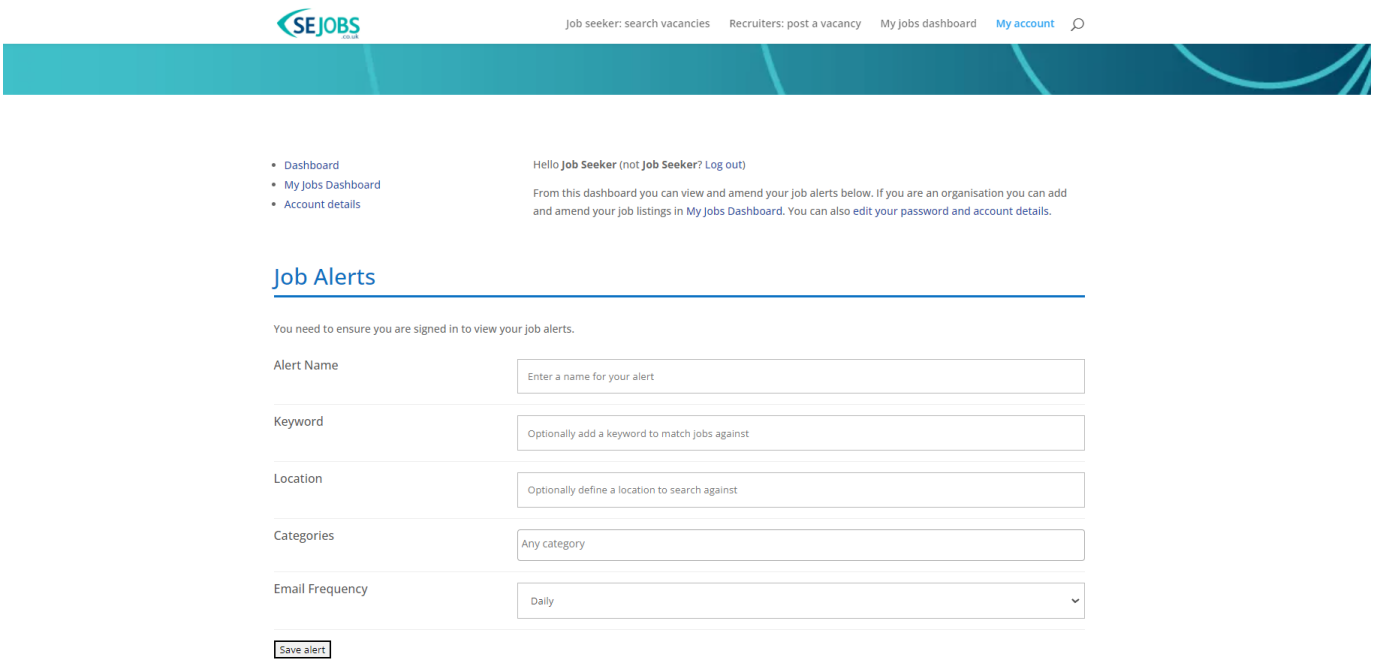


SET UP A JOB ALERT

You can now fill in the criteria of the jobs you would like to be alerted about.

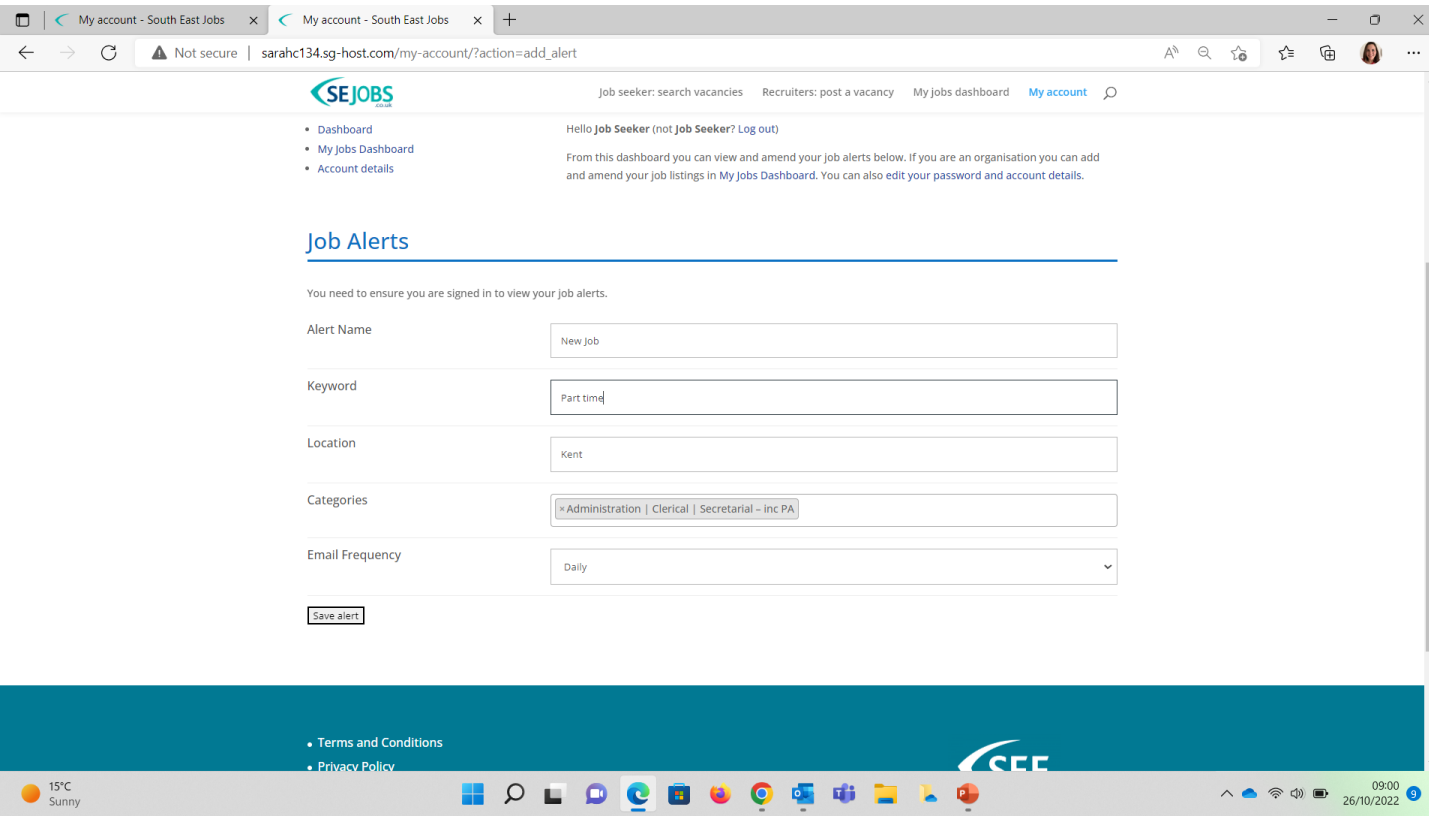
Alert name – this is a unique name for your job alert so you can identify it. This is only for you and will not affect the search.
Keyword – enter anything specific you would like the job to include, for a wider search you can leave this blank
Location – choose where you would like you job to be
Categories – the jobs on SEJobs are categorised to make them easy to search. Choose as many categories as you would like this search to include
Email Frequency – choose how often you would like to receive alerts regarding your job search

When you have finished click ‘Save alert’ at the bottom of the form

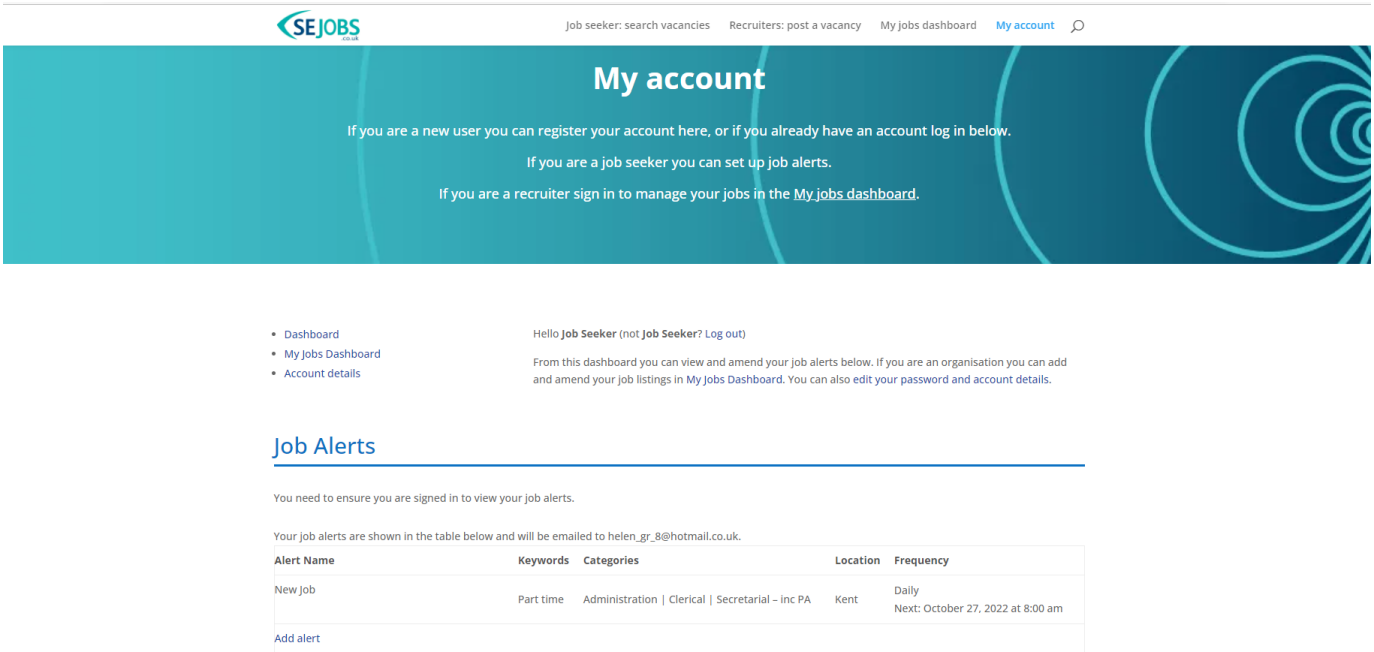


SET UP A JOB ALERT

Here is an example of the job alert form filled out before clicking ‘Save alert’



After clicking ‘Save alert’ your new alert will appear in your alerts table. You can have multiple alerts for one account



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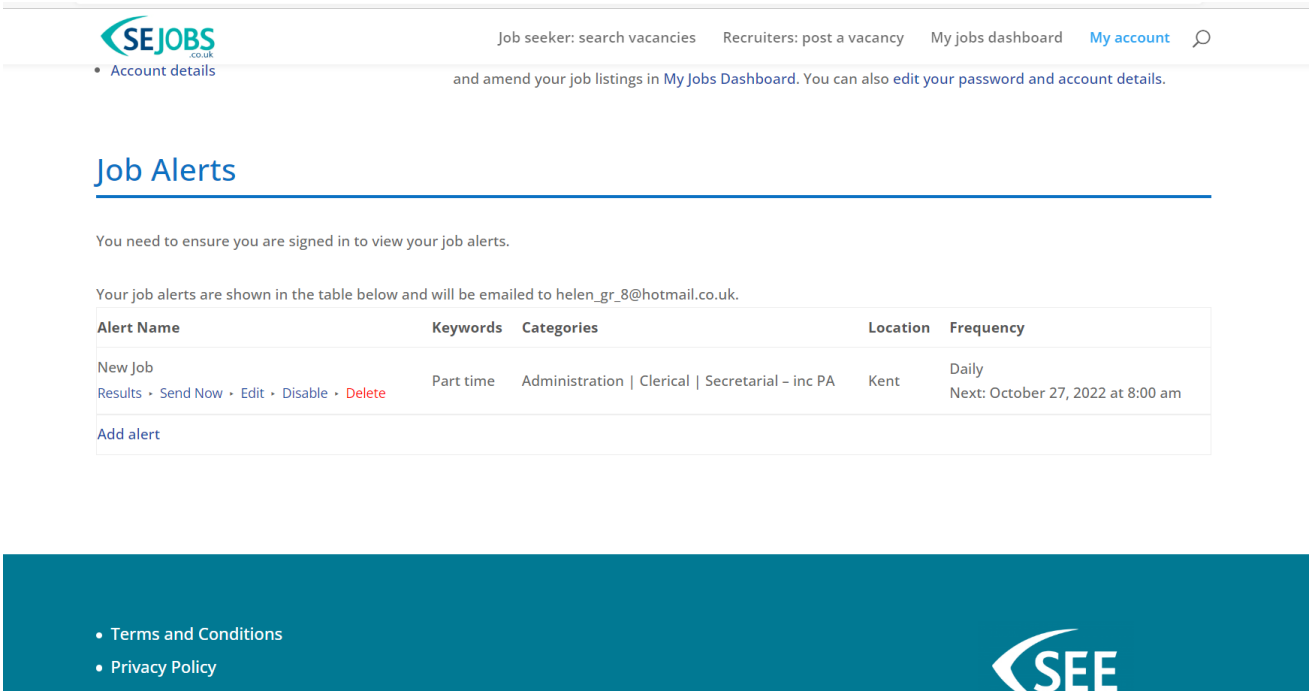
You can edit your job alerts at any time. Hover over your alert name and further options will appear for changing your alert. You can see the results, send the results to your email, edit the alert, disable the alert pausing your emails, or delete the alert.