

QUICK GUIDE:

REGISTERING FOR JOB ALERTS

This user guide covers registering for job alerts in the Candidate Portal.

How to register for job alerts

Step 1 Log in to the Candidate Portal.

Step 2 Scroll to the bottom of the **Vacancy List**.

Step 3 Select the **Create Job Alert** button.

Create Job Alert

Step 4 Choose the options to narrow the types of jobs you want to hear about.

Step 5 Select **Save Search**.

You are asked to enter a name for the search in the **Save search as** dialog.

Step 6 Enter a name in the *Save Search As:* field.

Step 7 Select **OK**.

The *Saved Searches* field updates with the name of the search.

Editing and deleting your job alerts

You can edit your job alert preferences by selecting the search to be edited in the *Saved Searches* list, changing the criteria as required and selecting **Save Search**.

You can delete your job alert by selecting the search to be deleted in the *Saved Searches* list and selecting **Delete Search**.

If you need help...

If you need help with the Candidate Portal, speak to the Recruitment team on 02 8240 4216 or email recruitment@acecqa.gov.au.