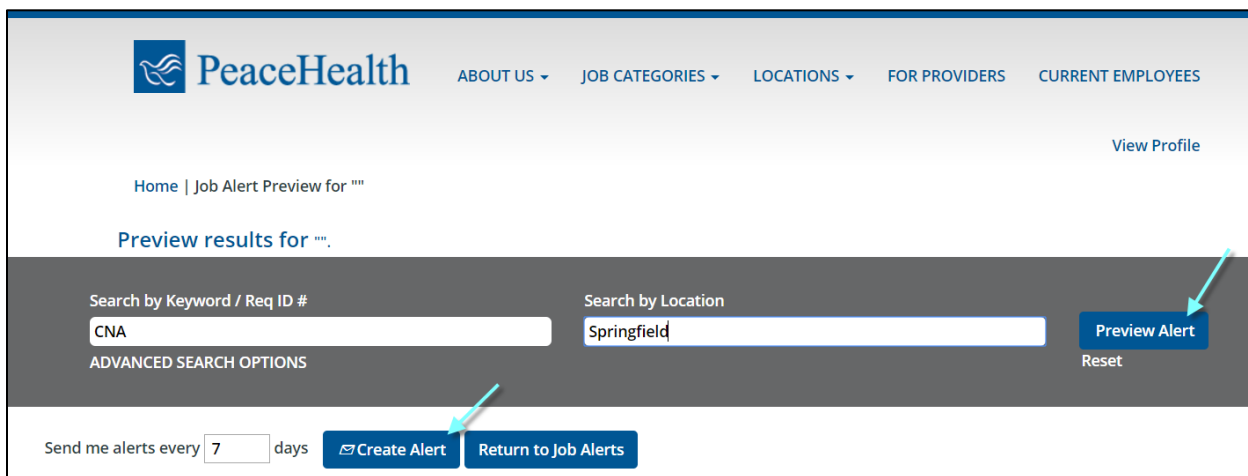


## Creating Job Alerts

You can create **Job Alerts**, which save your job preference using keywords and location. You can also select how often you would like to receive these email notifications which will be sent when positions you might be interested in applying for are posted.

1. From any job search page, select **Preview Alert** to preview your alert and if you'd like to save it, select **Create Alert**.

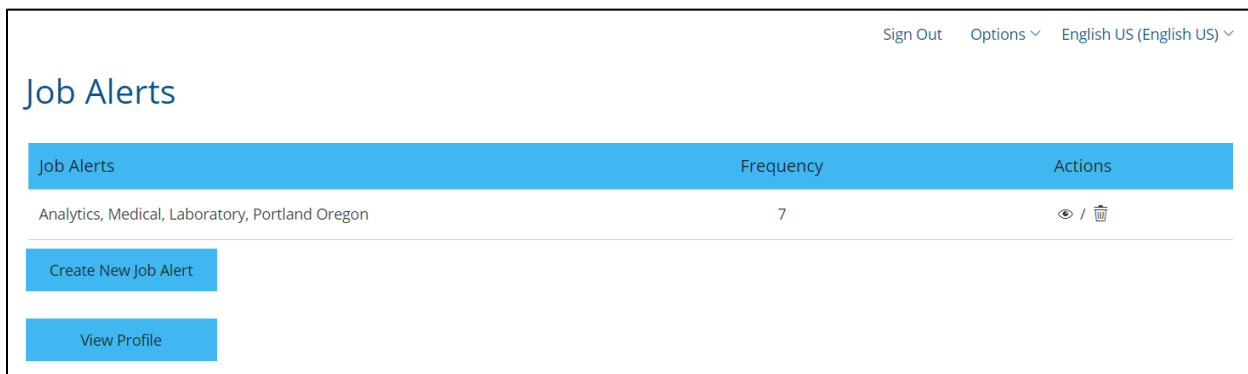


The screenshot shows the 'Job Alert Preview' page. At the top, there is a navigation bar with the PeaceHealth logo and links for 'ABOUT US', 'JOB CATEGORIES', 'LOCATIONS', 'FOR PROVIDERS', and 'CURRENT EMPLOYEES'. Below this, there is a breadcrumb trail 'Home | Job Alert Preview for ""' and a 'View Profile' link. The main content area is titled 'Preview results for ""'. It features two search input fields: 'Search by Keyword / Req ID #' with the value 'CNA' and 'Search by Location' with the value 'Springfield'. To the right of these fields is a 'Preview Alert' button with a 'Reset' link below it. At the bottom of the form, there is a section for 'ADVANCED SEARCH OPTIONS' with a 'Send me alerts every 7 days' input and two buttons: 'Create Alert' and 'Return to Job Alerts'. Red arrows point to the 'Preview Alert' and 'Create Alert' buttons.

2. From your Candidate Profile, select **Job Alerts** under **Options**. You can create and save your preferred job search under **Create New Job Alert**.



The screenshot shows the 'Candidate Profile' page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. Below these is a dropdown menu with three options: 'My Profile', 'Job Alerts', and 'Settings'. The 'Job Alerts' option is highlighted with a red box and a red arrow pointing to it. Below the dropdown, there is a message: 'Thank you for your continued interest in working for PeaceHealth.'



The screenshot shows the 'Job Alerts' page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. Below this is the title 'Job Alerts'. There is a table with the following data:

Job Alerts	Frequency	Actions
Analytics, Medical, Laboratory, Portland Oregon	7	👁️ / 🗑️

Below the table, there are two buttons: 'Create New Job Alert' and 'View Profile'.