Employee Job Aid: Internal Job Alerts

Introduction

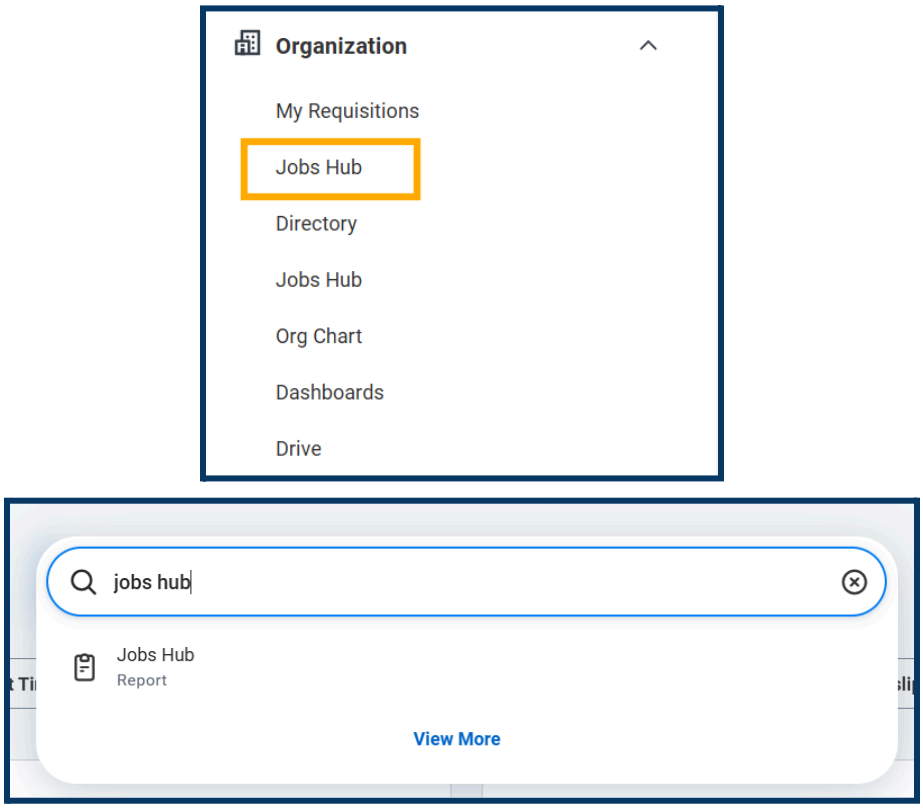
Employees can use Job Alerts in Workday to receive email notifications when a job that meets their alert criteria is posted.

For support, please contact the Simmon Recruiting Team at simmonsrecruiting@simmons.edu

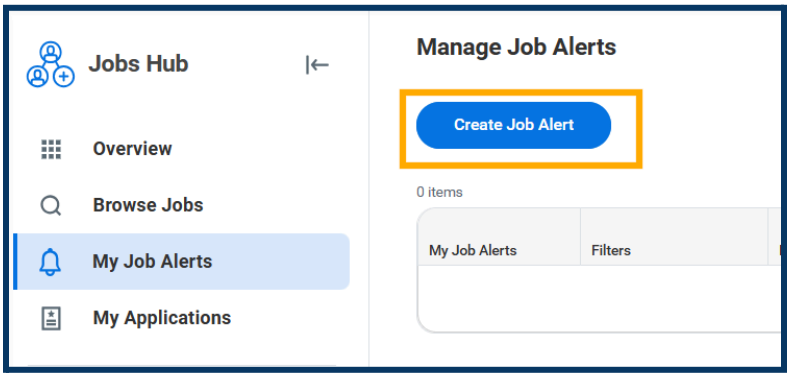
Create Job Alert

1. Log in to **Workday**.

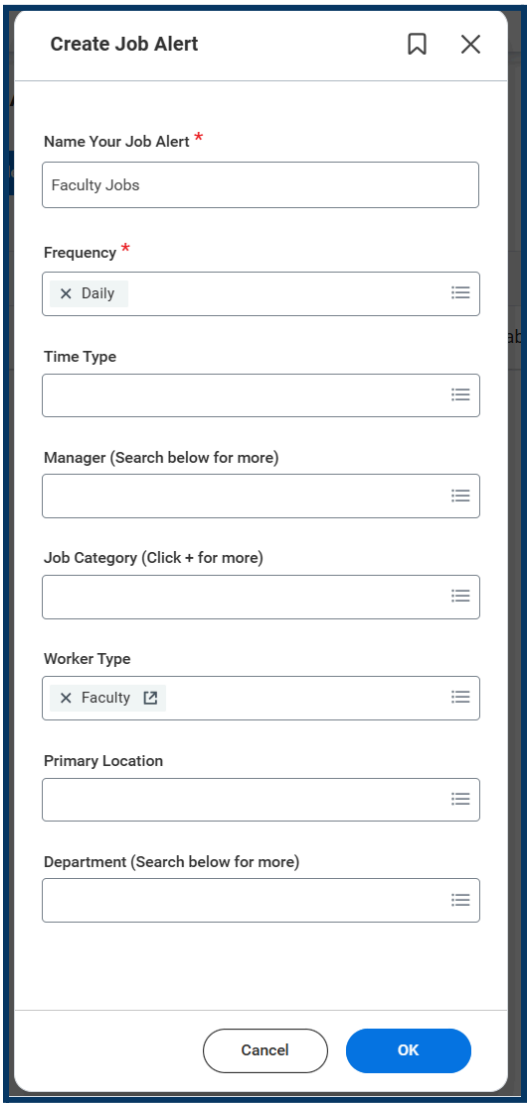
2. From the Workday **Home** page, click on the **Menu** on the left sidebar and navigate to the **Jobs Hub** application or search Jobs Hub in the Workday Search bar. The menu and applications shown in your Workday menu may vary based on your personal settings.



3. Click on **My Job Alerts** and then click on **Create Job Alert**

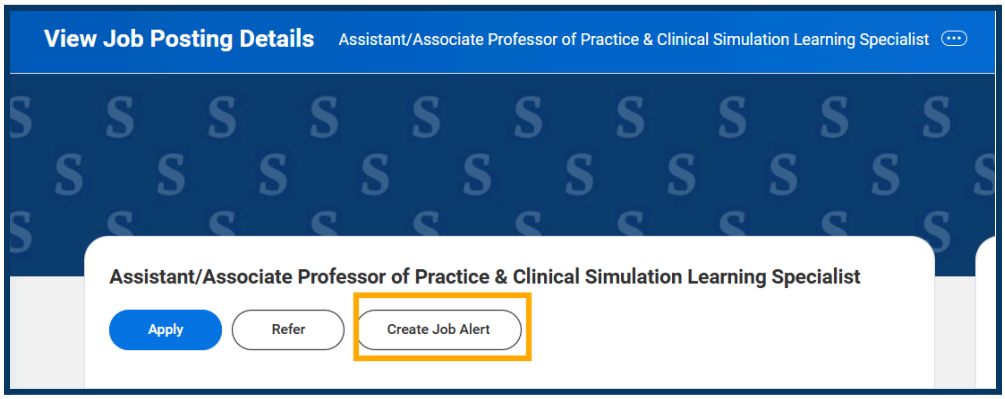


4. Configure your job alert based on your preferences. Job alert name and frequency are required fields. Based on the alert frequency, you will be notified when a job meeting the criteria is posted. Based on the example below, a daily Workday notification and email will be sent when a Faculty worker-type position is posted. You can add more criteria, but it will limit the search results. Start broader and narrow down criteria if needed.



5. You may also create a job alert directly from a job posting that matches your criteria. From

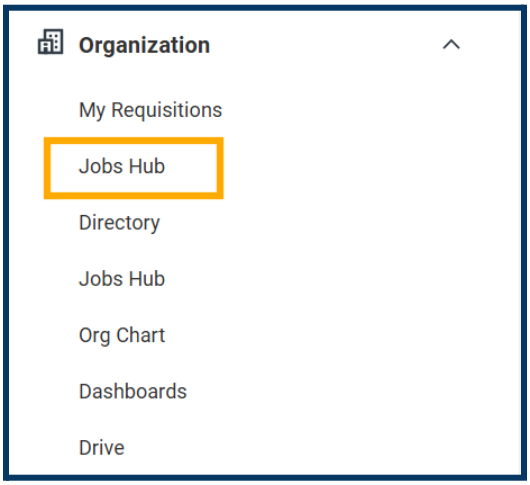
the **Jobs Hub** application, click **Browse Jobs**. Select the Job and click on **Create Job Alert** from the internal job posting. Job alert name and frequency are required fields. Other fields auto-fill with information from the job posting. You may edit or remove fields as needed, then click OK.

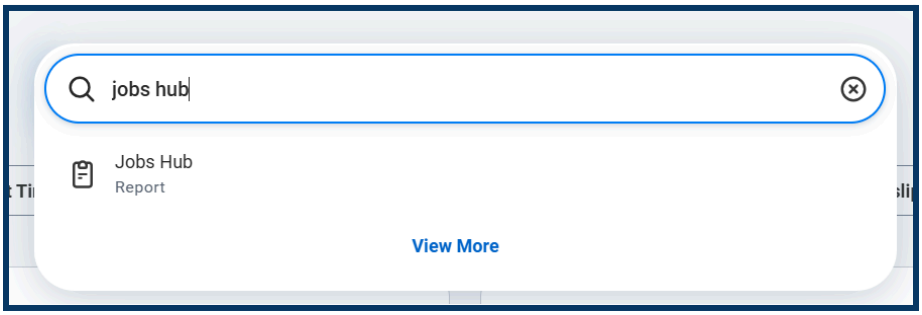


Manage Job Alerts - edit or delete alerts

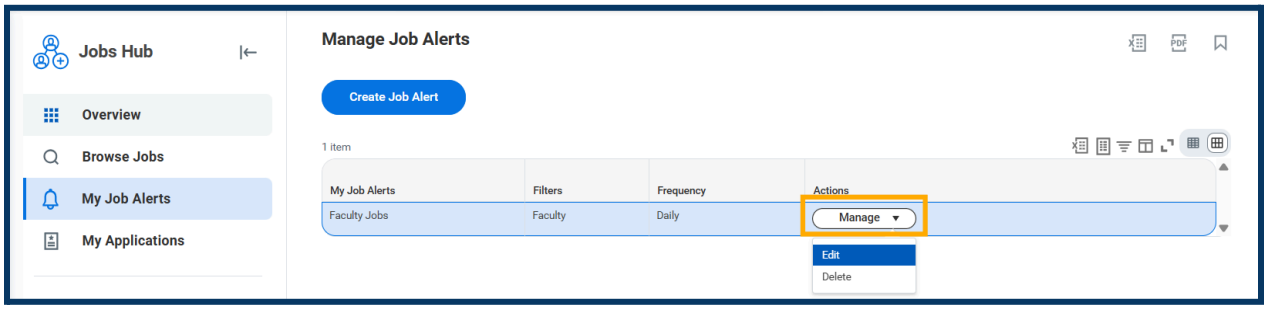
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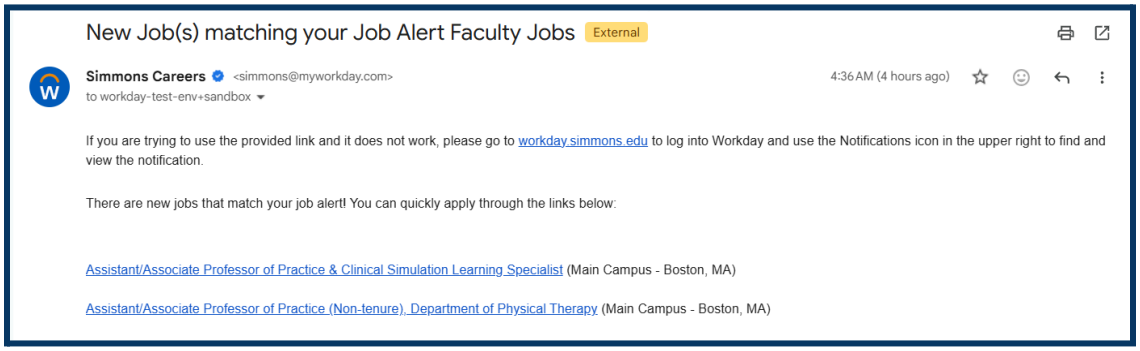


3. Click on **My Job Alerts** and then click on **Manage** next to your current job alert to **edit** or **delete** the alert.



Examples of Email and Notifications

Example of email notification provided below:



Example of Workday notification provided below. Can be found by clicking on the bell icon within Workday:

