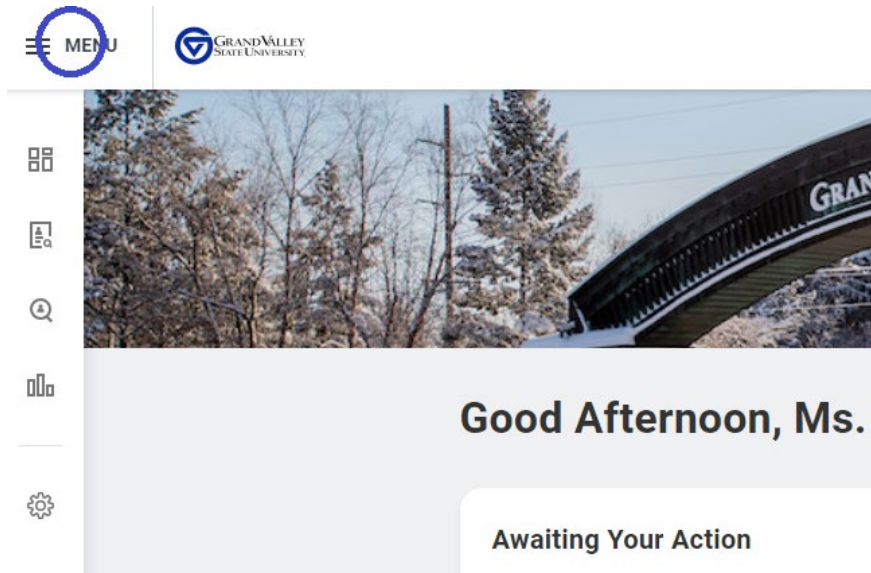
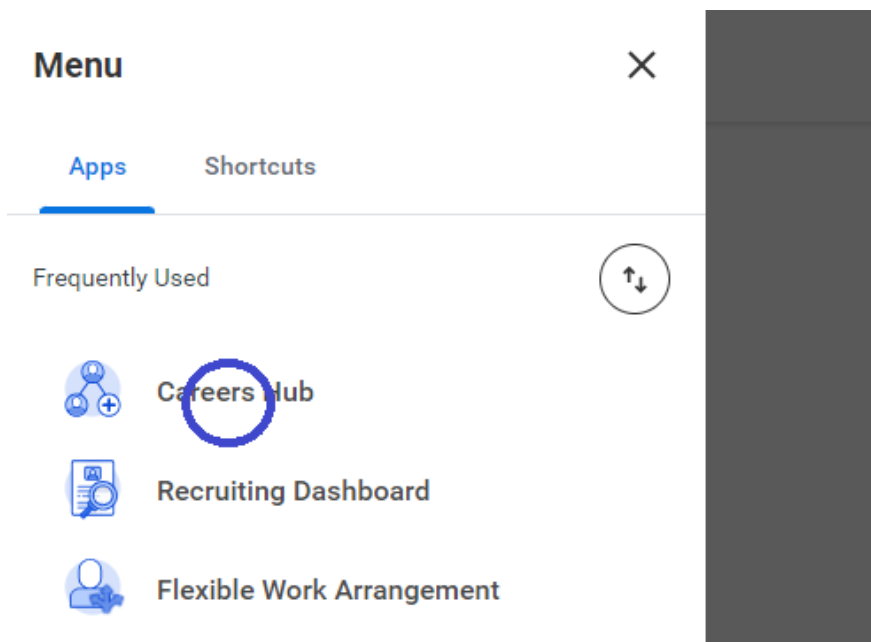


# Workday Job Aid: 'Create Job Alerts'

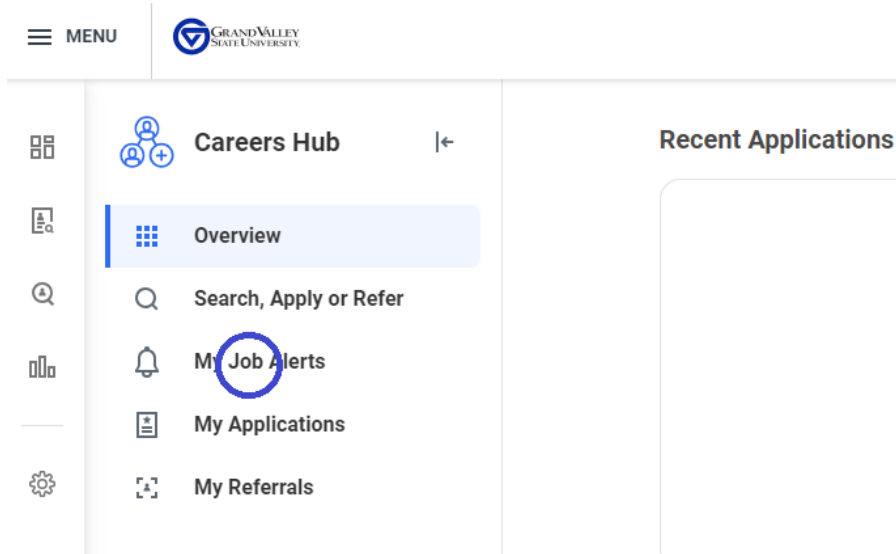
1. Navigate to the GVSU Workday homepage.
2. Once logged into your account, navigate to Career Hub from the Menu. If you do not see your Career Hub, you can add the app.



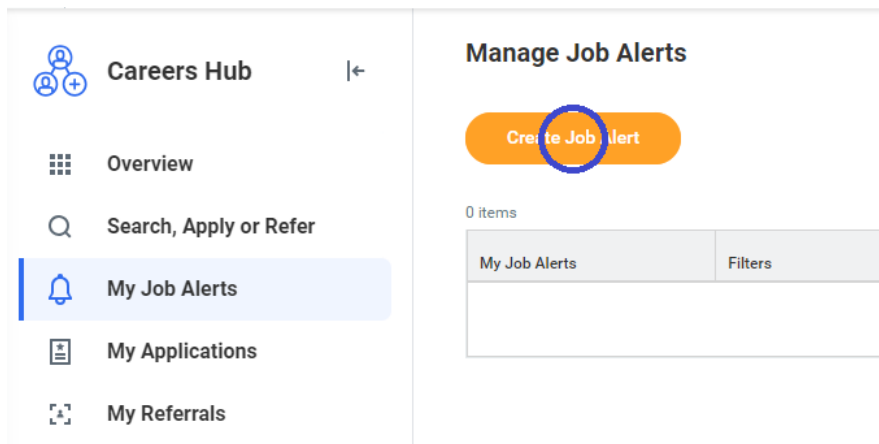
3. Click on "Careers Hub".



4. Click on “My Job Alerts”



5. Click on “Create Job Alert”



6. Enter the information on the Create Job Alert for the types of positions you would like to receive an alert. You are required to name your job alert and the frequency. The remaining fields are chosen at your discretion. The example below creates a job alert to be sent weekly, for full and part-time positions, that are in the union for C3, C4 and C5.

The screenshot shows a 'Create Job Alert' dialog box with the following fields and values:

- Name Your Job Alert \***: PSS Positions
- Frequency \***: Weekly
- Time Type**: Full time, Part time
- Hiring Manager**: (empty)
- Job Family**: (empty)
- Job Profiles**: Clerical C3 - In Union, Clerical C4 - In Union, Clerical C5 - In Union
- Job Type**: (empty)
- Primary Location**: (empty)
- Management Levels**: (empty)
- Organization**: (empty)
- Skills**: (empty)

Buttons: OK, Cancel

8. Click "OK".

9. Your job alerts will be listed in your Career Hub.