

How to set up job alerts

Job agents

You can register for this functionality in order to receive information by e-mail about employment opportunities.

To create a job agent, log into your profile, click on "Job Agent", assign a name to your job agent and select frequency (daily, weekly or monthly). Ensure that your job agent is active by placing a tick in the active box. Once you have saved your job agent, you can check your alerts by clicking on the "Job Agents" link under "Employment Opportunities". If you wish to unsubscribe, highlight the job agent and then click on "Delete".