APPLICANTS

## **Setting Up Job Alerts**

| Set Up Subscriptions for Email Notifications of Future Job Openings  |   |
|--|---|
| Visit <b>grantpud.org/careers</b> and scroll down  | Careers   |
| Click "Sign In"  | Returning     Sign In       Applicants     Aiready have an account?       Sign In   |
| <ul> <li>Enter your "Email" and<br/>"Password"</li> <li>Click "Sign In"</li> </ul>                                   | Please sign in.<br>Email<br>Password<br>Sign in Create/Reset your password  |
| Click "Find Opportunities"   | Find Opportunities My Presence  |
| Click on the " <b>Job Category</b> "<br>dropdown arrow   | Company Location  Job Categor Showing 3 of 3 opp Finance (2) TEST - HR Gener Human Resources (1)  |
| Click on the job category for which<br>you want to receive job alerts, then<br>"Activate job alerts for this search" | x     Human Resources -     Schedule -     C Reset       Search     By Newest -     Featured Opportunities       -     Human Resources (1)     TEST - Accountant (Internal Applicants Only)       Ie     Finance (2)     May 4, 2021  |
| Select a notification frequency of<br>"Daily" or "Weekly," and click<br>"Create"                                     | Create Job Alert         Send me email(s) when there are new opportunities available for         Category         Human Resources         Frequency       Daily         Daily       Daily         By signing up       Weekly         rt emails, you are providing your consent.         Create       Cancel |
| Manage Your Subscriptions  |   |
| Click the dropdown arrow by your name and click " <b>Subscriptions</b> "   | Find Opportunities     My Presence     U.S. English +     TEST-Gus Tasso       Consent and Privacy       Subscriptions       Sign Out   |
| You can manage the frequency of your subscriptions or unsubscribe  | Subscriptions<br>You have subscribed to the following job alerts.<br>Grant PUD Unsubscribe All<br>View Job Board<br>Category Human Resources Unsubscribe<br>Frequency Weekly  |

