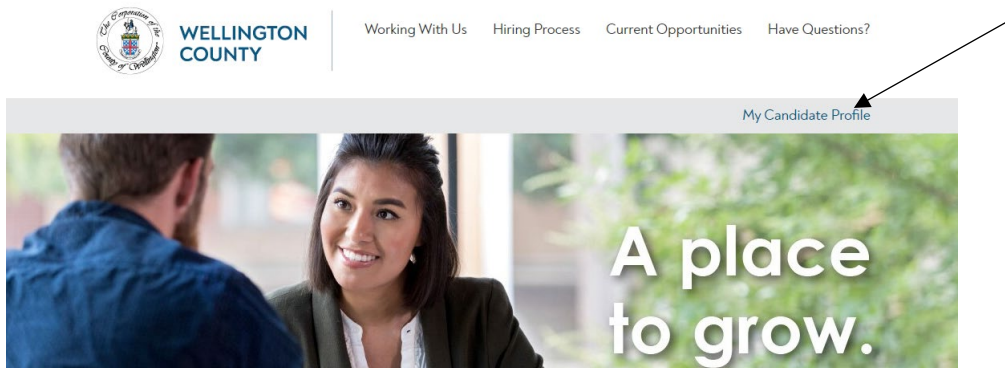


Create a Job Alert

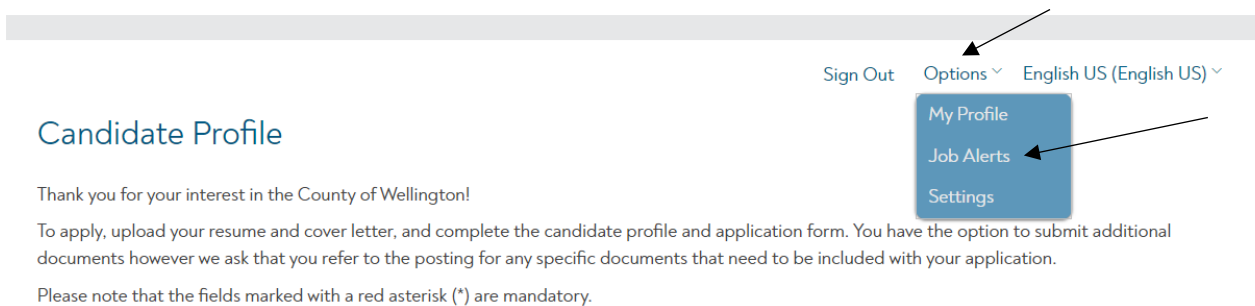
- Click “My Candidate Profile”



- Sign in to your Candidate Profile

The screenshot shows the "Career Opportunities: Sign In" page. At the top, it says "You have successfully logged out. Please close your browser or re-login:". Below this, there are two sections: "Already have an account?" with instructions to enter email and password, and "Not a registered user yet?" with a link to "Create an account". The form has two input fields: "Email Address:" with the value "careers@wellington.ca" and "Password:" with masked characters. A "Show" button is next to the password field. Below the fields are "Sign In" and "Forgot your password?" buttons. Arrows point from the list above to the asterisks on the input fields and the "Sign In" button.

- Click “Options” and select “Job Alerts”



- Click “Create New Job Alert”

Job Alerts

Receive new job posting notifications

Click “Create New Job Alert” to start setting up a Job Alert.

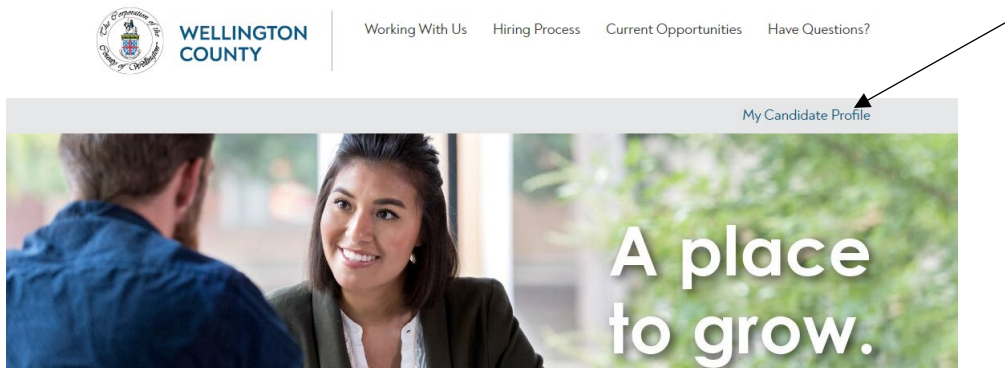


- Enter the keyword(s) for your job alert in the “Search all Employment Opportunities” field (e.g. Human Resources) and enter how often (in days) to receive an alert
- Click “Create Alert”
- You will receive an email when a new position matches your keyword



Delete a Job Alert

- Click “My Candidate Profile”



- Sign in to your Candidate Profile

Career Opportunities: Sign In

You have successfully logged out. Please close your browser or re-login:

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

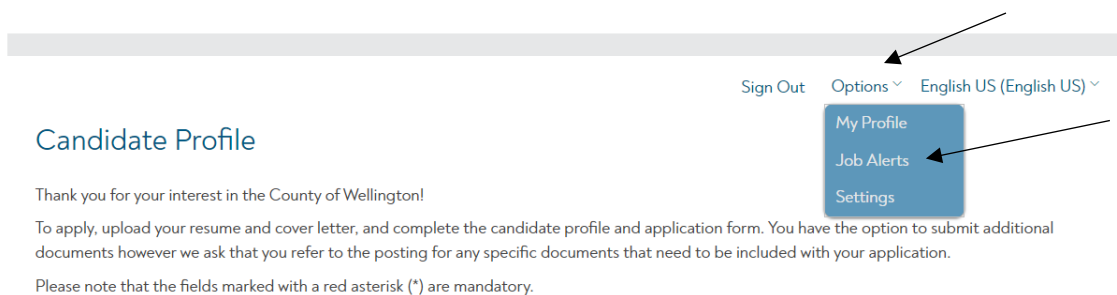
Email Address:*

Password:*

[Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.





- Click “Options” and select “Job Alerts”



- Click the trash can icon for the job alert you wish to delete

Job Alerts

Receive new job posting notifications

Job Alerts	Frequency	Actions
Human Resources	7	 / 
Part Time	7	 / 

Create New Job Alert