Setting Up an External Job Alert

Step 1: Click on **Search Jobs** under the **Job Postings** section.

You will have to create a search which will serve as the basis for the job alert.

Note: If you are an employee of a school board, click the **green** 'On' button next to **Display internal/occasional postings** to turn it off.

You can create a search by using:

- The search bar on the left-hand side (Job Title or Keyword) allows you to search directly by Job Code, Position Title or any keywords found in the job posting.

- The search bar on the right-hand side (Location or Employer) allows you to search directly by City, Province or employer name.

🔍 Job Title or Keyword	📍 Location or Employer	🔍

Click on the **green** search button once you have selected the job title, keyword, location, or employer.

You can also use the left-hand column titled '**Narrow results by'** to create an alert. Place a check mark next to the criteria you would like to be included in your job alert.
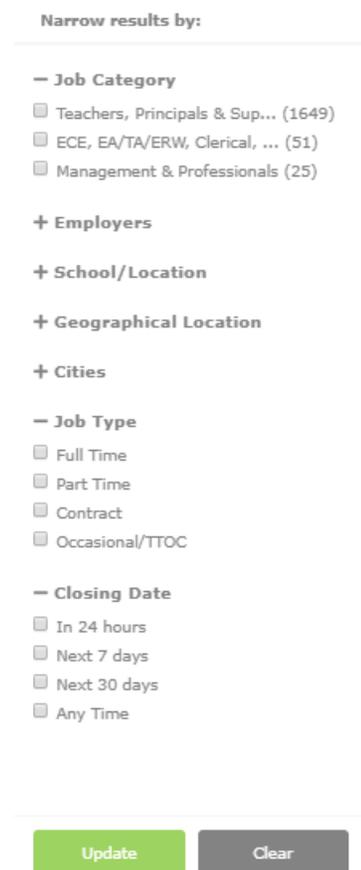
Narrow results by:

– Job Category
☐ Teachers, Principals & Sup... (1649)
☐ ECE, EA/TA/ERW, Clerical, ... (51)
☐ Management & Professionals (25)

+ Employers

+ School/Location

+ Geographical Location

+ Cities

– Job Type
☐ Full Time
☐ Part Time
☐ Contract
☐ Occasional/TTOC

– Closing Date
☐ In 24 hours
☐ Next 7 days
☐ Next 30 days
☐ Any Time

Once you set your criteria, click on the green **Update** button.

Step 2: Add a name to the **Job Alerts** section and click **Create Alert**. By doing so, you will be notified when any position is posted in your account.
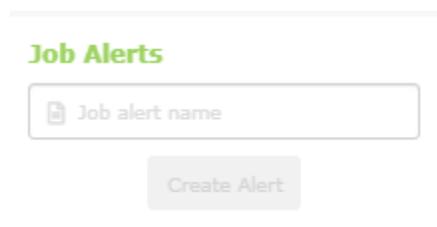
Job Alerts

📄 Job alert name

Create Alert

Step 3: An activation email will be sent to the email address in the **Personal Info** page of your **Portfolio. Please log into your email to activate the Job Alert.**

Step 4: You can review your current Job Alerts under the **Job Postings** section in the **Manage Job Alerts** page.

Note: *You can have up to 5 Job Alerts at a time.*

[Update] [Clear]

Disclaimer – There can be a delay in receiving Job Alerts. That is why applicants are encouraged to log into ApplyToEducation to review active postings as opposed to solely relying on job alert notifications. We also encourage you to check your Junk or Spam folders for Job Alert emails.