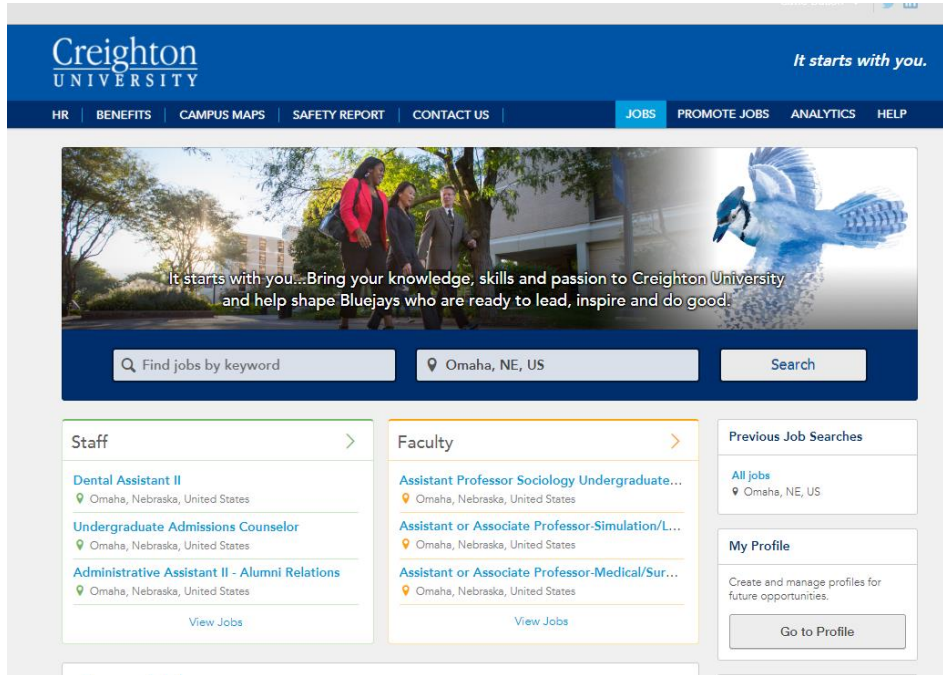


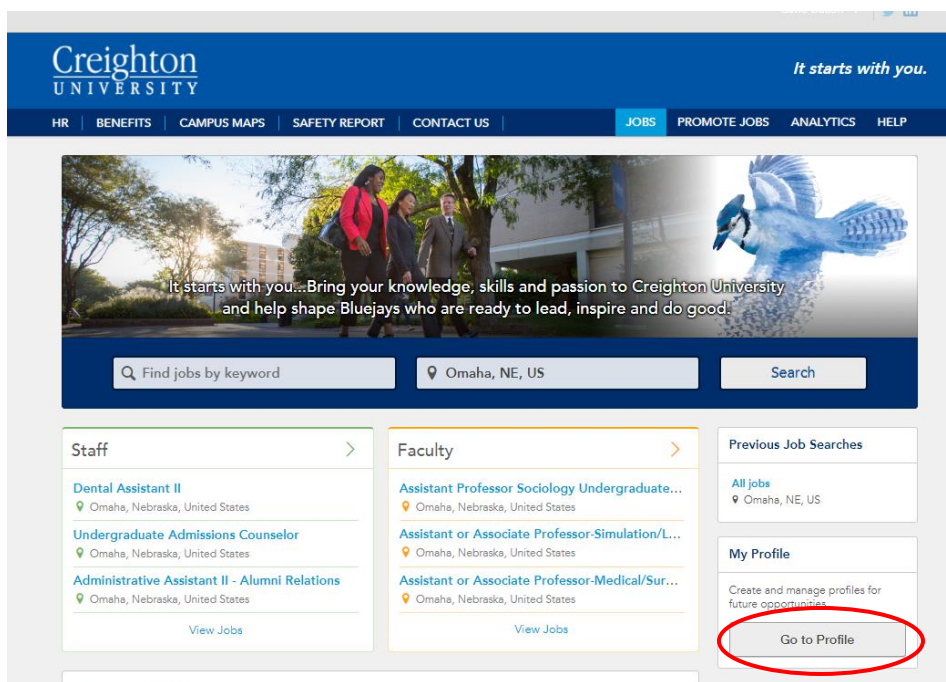
Signing Up for Job Alerts

Welcome to the Creighton University's online job application website. This guide will provide instructions on how to sign up for the Job Alert feature so that you will be notified when jobs matching your criteria or interest become available.

1. Log in to the Internal Career Site with single sign-on



2. Click "My Profile"



3. If you have not yet completed your profile, please follow the prompts to complete the required fields. If you have already completed your profile, you can click on the “Preferences” train stop at the top of the page to edit your preferences

The screenshot shows the 'General Profile' page with a progress bar at the top containing six steps: Resume/CV Upload, File Attachments, Personal Information, Employment History, Preferences, and Review and Submit. The 'Preferences' step is circled in red. Below the progress bar is a 'Save and Continue' button. The main content area is titled 'Preferences' and 'Employment Preferences'. It includes instructions: 'Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests. You must select at least one value in the section "Job Field".' There is a 'Job Field' label and a 'Job Category' dropdown menu with 'Select one...' as the current selection. Below the dropdown are 'Add to List' and 'Reset' buttons. At the bottom of the page is another 'Save and Continue' button. The page number 'Page 1 out of 2' is visible in the top right and bottom right corners.

4. From the “Job Category” drop-down menu, select Faculty or Staff

This screenshot shows the 'Preferences' page with the 'Job Category' dropdown menu open. The 'Preferences' step in the top progress bar is highlighted in orange. The dropdown menu is circled in red and shows three options: 'Select one...', 'Faculty', and 'Staff'. The 'Faculty' option is currently selected and highlighted in blue. Below the dropdown are 'Add to List' and 'Reset' buttons. At the bottom of the page is a 'Save and Continue' button. The page number 'Page 1 out of 2' is visible in the bottom right corner.

5. A new drop-down menu will appear titled "Job Function." From the drop-down list select one of the following: Academic Support, Administrative/Clerical, Health care/Research, Professional, Service

The screenshot shows the 'Preferences' page with the 'Employment Preferences' section. A 'Save and Continue' button is at the top left. Below the title, there is a sub-header 'Employment Preferences' and a paragraph: 'Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.' A note states: 'You must select at least one value in the section "Job Field".' The 'Job Field' section contains a 'Job Category' dropdown menu with 'Staff' selected. Below it, the 'Job Function' dropdown menu is open, showing options: 'Select one...', 'Academic Support', 'Administrative/Clerical', 'Health Care/Research', 'Professional', and 'Service'. The 'Job Function' dropdown is circled in red.

6. To add more Job Field Preferences, use the drop-down menu under Job Category or Job Function. Click the "Add to List" button to add that selection to your preference list.

The screenshot shows the 'Preferences' page with the 'Employment Preferences' section. A 'Save and Continue' button is at the top left. Below the title, there is a sub-header 'Employment Preferences' and a paragraph: 'Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.' A note states: 'You must select at least one value in the section "Job Field".' The 'Job Field' section contains a 'Job Category' dropdown menu with 'Select one...' selected. Below it, the 'Add to List' button is circled in red. To the right of the 'Add to List' button is a 'Reset' button. Below these buttons is the 'Job Field Preferences' section. At the bottom of the page, there is another 'Save and Continue' button.

7. To remove a Job Function, simply click the “Remove” button to eliminate that selection from your preferences.

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Job Category
Select one... ▼

Add to List Reset

Job Field Preferences

College of Arts & Sciences
Levels: Faculty — College of Arts & Sciences
[Remove](#)

Remove this option from the list: College of Arts & Sciences

Save and Continue

8. Click “Save and Close” when you’re finished updating your preferences. Navigate back to the home page.

Service

Save and Continue

9. From the home page, navigate to the top of the screen. Next to your name, you will see a small drop-down arrow, click “Settings.”

Your Name Here ▼

Settings
Manage My Channels
Sign Out

Creighton UNIVERSITY

HR | BENEFITS | CAMPUS MAPS | SAFETY REPORT | CONTACT US | **JOBS** | PROMOTE JOBS | ANALYTICS | HELP

It starts with you...Bring your knowledge, skills and passion to Creighton University and help shape Bluejays who are ready to lead, inspire and do good.

Find jobs by keyword Omaha, NE, US Search

Staff > Faculty > Previous Job Searches

Dental Assistant II
Omaha, Nebraska, United States

Assistant Professor Sociology Undergraduate...
Omaha, Nebraska, United States

All jobs
Omaha, NE, US

10. Click "Email Job Alerts" on the left-hand side menu

The screenshot shows a user profile page. On the left-hand side, there is a vertical menu with the following items: Unique Link, User Info >, Interests, Social Networks, Email Job Alerts (circled in red), and Privacy. The main content area is divided into sections: Language / Locale (English), Timezone (select one), and a Save User Info button. Below this is the Interests section, which includes a text prompt: "Tell us the locations and types of jobs that interest you, so that we may tailor messaging specifically for your needs." It features two dropdown menus: Interests (Choose an Interest...) and Locations (Choose a Location...), with a Save Interests button below them. At the bottom of the main area is the Social Networks section. On the right-hand side, there is a vertical list of activity items, each with a profile icon, a job title, and a timestamp (e.g., "Program Coordinator - Alumni Relations position. 50 MINUTES AGO").

11. Complete the required fields and click "Save Alert Settings"

The screenshot shows the "Email Job Alerts" settings page. The title "Email Job Alerts" is at the top. Below it are three radio button options:
1. Send me emails with suggestions of targeted jobs I can refer to my friends.
2. Send emails to my current e-mail address:
3. I would prefer to receive emails at: [text input field]
A yellow "Save Alert Settings" button is located below these options and is circled in red. Below this section is the "Privacy" section, which has a title and a text prompt: "Publish my sharing activity to the Activity Feed and include me in the Top Referrers section." Below this is a yellow "Save Privacy Settings" button.