



Employees can use Job Alerts in Workday to be notified by an email when a job meeting their alert criteria is posted.

Create Job Alert

1. From the Workday **Home** page, click on the **Menu** in the upper left-hand corner and navigate to the **Career, Talent and Performance** application and click **Manage Job Alerts** in the *Your Career* section. The *Manage Job Alerts* page appears. Click **Create Job Alert**.
2. You are required to provide a name for your job alert. You are also required to set a **Frequency** for receiving the job alerts. It could be Daily or Weekly.
3. Next, select the criteria for the alert based on your preferences. You have various fields you can set. Click OK. Based on the frequency of alert you set, you will be notified when a job meeting the criteria is posted.

Based on the example in the screenshot above, a daily email will be sent with the posting link when a regular job that’s full time in the job family group of Human Resources or Information Technology in the Ithaca Main Campus is posted.

Alternatively, you can create a job alert from a job posting that matches your criteria. On the job posting you will find the **Create Job Alert** button. You will enter the required fields **Name Your Job Alert** and **Frequency**. The alert criteria fields are auto filled with the information based on the job posting. You may edit this as needed and then click OK.

Manage Job Alerts

To update or delete your job alerts, navigate to the **Manage Job Alerts** task from the **Career, Talent and Performance** application.

- Click **Manage** on the job alert. You will see the option to Edit or Delete the job alert.
 - a. Clicking **Edit** will open Edit Job Alert. You can edit the Frequency and other fields as needed.
 - b. Clicking **Delete** will open the confirmation box. Select as needed.

Note: Sample email notification provided below.

From: Cornell Careers <cornell@myworkday.com>
Sent: Wednesday, July 20, 2022 4:10 AM
To: Workday Testing <workdaytesting@cornell.edu>
Subject: New Job Postings for YOU!



Greetings!

We thought you'd like to know about an exciting career opportunity that's opened. If this isn't quite the role for you, please help us spread the word by sharing with your professional and social networks.

[hr generalist](#) (Ithaca (Main Campus))

You're receiving this email because you signed up for Job Alerts. To manage your job alerts, click [here](#).

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