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.

Create Job Alert		
Name Your Job Alert *	HR	
Frequency *	× Daily	∷≡
Full/Part-time	× Full time	≔
Hiring Manager		∷≡
Job Family	× Human Resources	:=
	× Information Technology …	
Job Profiles		:=
Јор Туре	× Regular [2]	≔
Primary Location	× Ithaca Main Campus	:=

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.

View Job Posting Details hr generalist			
Job Description	Apply	Create Job Alert	
Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and back- grounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.	View Match Analysis		
As part of the university's <u>comprehensive vaccination program</u> , all Cornell employees are required to have and provide proof of an FDA-or WHO-autho- rized or approved COVID-19 vaccine and bacstor or have obtained a univer-	Job Details		
sity-approved disability/medical or religious exemption, regardless of their role and work location.	Job Requisition ID	WDR-00030894	
	Location	Ithaca Main Campus	
status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If	Posting Date	07/19/2022 - 3 days ago	
a new hire's vaccination is not complete or information is not received by	Job Family	Human Resources	
their start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn. New hires are also re- guired to have and provide proof of their vaccine booster within 30 days of	Time Type	Full time	

Manage Job Alerts

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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.



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.

Working at Cornell PURSUE EXCELLENCE. DISCOVER SUCCESS.