

## Creating Job Alerts

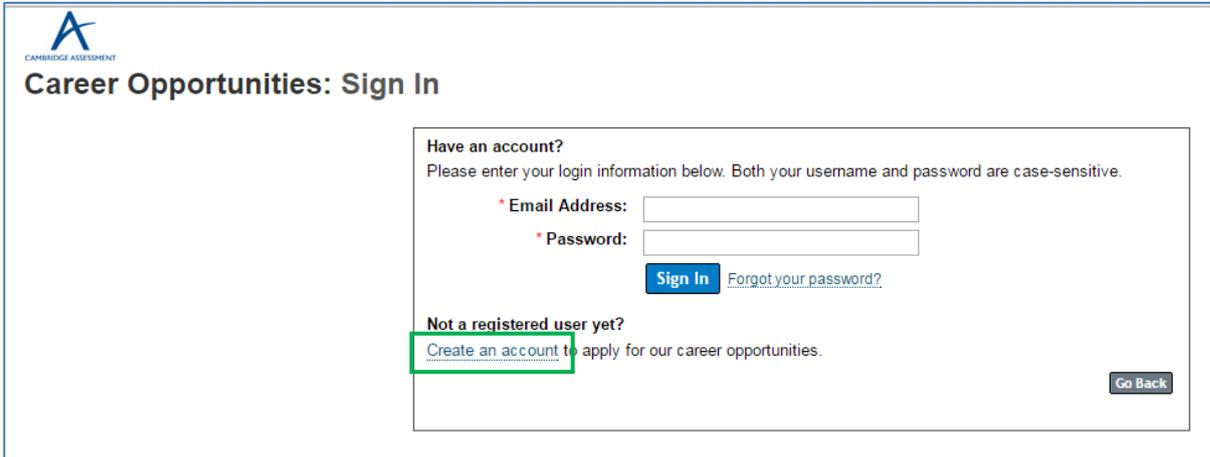
1. To create job alerts for Cambridge English Examiner vacancies open the Cambridge Assessment recruitment page at:

<https://career012.successfactors.eu/career?company=CambridgeAS>



The screenshot shows the 'Career Opportunities' page. On the left is a search panel with a 'Search for Openings' section. It includes a 'Keywords' input field, radio buttons for 'Exact Match', 'in job title', and 'in job title or description', a 'Posted within the last' dropdown set to 'days', and fields for 'Requisition Number', 'Region', 'Country', and 'Business Unit'. Below these are '3 Jobs' and a 'View Jobs' button. On the right, there is a 'Sign In' button in the top right corner. The main content area features the Cambridge Assessment logo and a welcome message for Assessment Specialists, followed by a list of instructions for using the search and applying for roles.

2. Use the sign in button at the top right corner to log in. If you do not have an existing login use the "Create an account" link to set up a candidate profile.



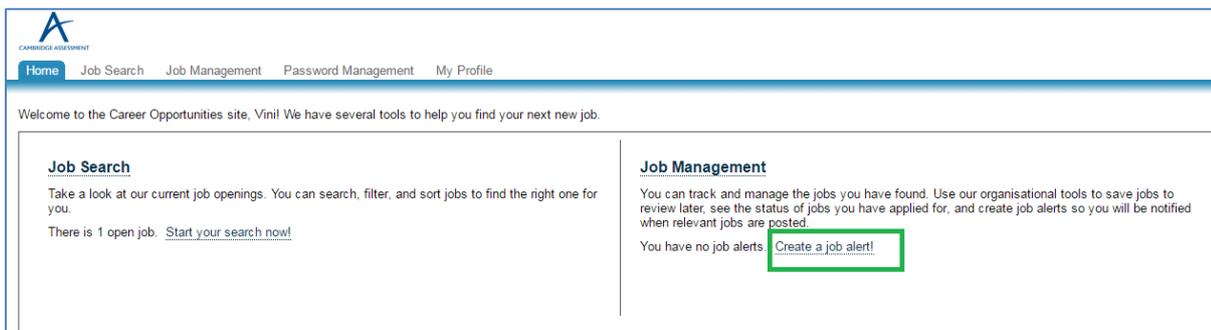
The screenshot shows the 'Career Opportunities: Sign In' page. It features a 'Have an account?' section with a text prompt and two input fields for 'Email Address' and 'Password'. A 'Sign In' button and a 'Forgot your password?' link are located below these fields. A 'Not a registered user yet?' section contains a 'Create an account' link, which is highlighted with a green box in the original image, and a 'Go Back' button.

3. After logging into your account click on the Home tab to view the Job Search, Job Management and My Profile sections.



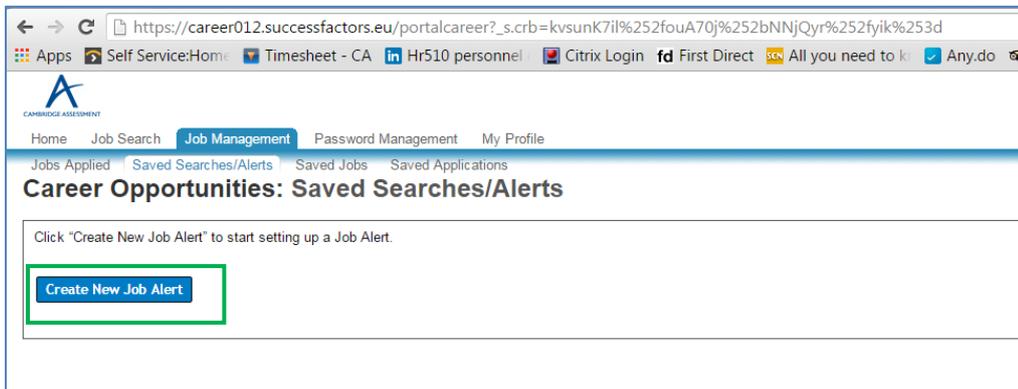
The screenshot shows the top navigation bar with the Cambridge Assessment logo and a 'Home' tab highlighted with a green box. Below the navigation bar, there is a welcome message and three main sections: 'Job Search', 'Job Management', and 'My Profile'. Each section contains a brief description and a link to a specific feature.

4. Under Job Management click on “Create a job alert” to register for a notification when an Examiner vacancy arises.



The screenshot shows the 'Job Management' section of the Career Opportunities site. The 'Create a job alert!' link is highlighted with a green box. The page also includes a 'Job Search' section and a 'My Profile' section.

5. Click on “Create New Job Alert”.



The screenshot shows the 'Create New Job Alert' page. The 'Create New Job Alert' button is highlighted with a green box. The page includes a navigation bar with 'Job Management' selected and a sub-navigation bar with 'Saved Searches/Alerts' selected. The main content area contains a message and the highlighted button.

6. Complete the job alert registration by giving a name to the alert, setting the frequency and selecting the business unit as Cambridge English, as below.

**Create New Job Alert** ✕

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**\*Name of Saved Search/Alert:**

**\*Email me:**

Send email only when new jobs are available

**Keywords:**  ?

in job title  in job title or description

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**Posted within the last:**  days

**Region:**

**Country:**

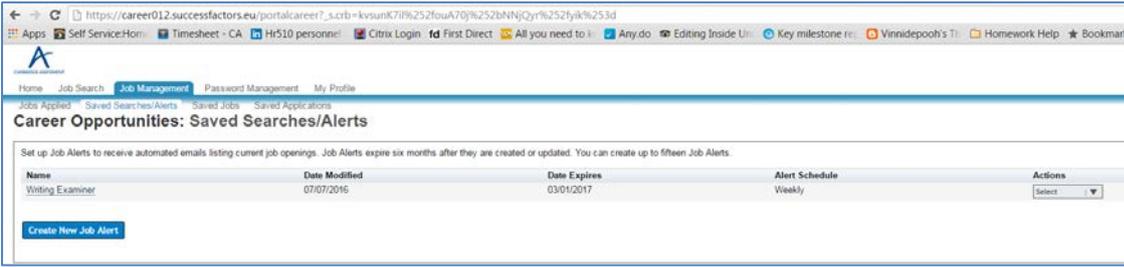
**Business Unit:**

**Requisition Number:**

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[Save](#) [Cancel](#)

7. You can view details of the job alert, as below.



Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
Writing Examiner	07/07/2016	03/01/2017	Weekly	Select

[Create New Job Alert](#)