

# How to Set Up Email Notifications to Receive Fleming Job Postings of Interest to You

Creating a job or keyword email notification:

- On the Careers page, enter a keyword, job title or search term into the search bar and press enter
- Any positions matching the search term will appear below
- Click the 'Save Search' button to receive email notifications when any position that includes this term is posted
- You will be prompted to name your search and to enter an email address to receive notifications
- Notifications with matching searches will be emailed to the email provided
- Notifications will also appear on your dashboard on the Careers page under 'My Notifications' when a job posting match has been made

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Keywords  [Search Tips](#)

Search

Reset Search

Save Search

[More Options](#)

3 matches found

## Search Results

[Contract Faculty / Part-Time Faculty, School of Business \(Marketing\) - 1039](#)

**Department:** Business Main | **Job Family:** Contract Faculty | **Location:** Peterborough, Ontario | **Posted Date:** 03/18/2016

[Senior Purchasing Officer - 1036](#)

**Department:** Purchasing | **Job Family:** Support Full Time | **Location:** Peterborough, Ontario | **Posted Date:** 03/11/2016

[HR/Marketing Assistant - 1035](#)

**Department:** Human Resources | **Job Family:** Support Full Time | **Location:** Peterborough, Ontario | **Posted Date:** 03/10/2016

## Save Search

[Job Search](#) | [My Notifications](#) **1** | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you

### My Saved Search

\*Name My Search

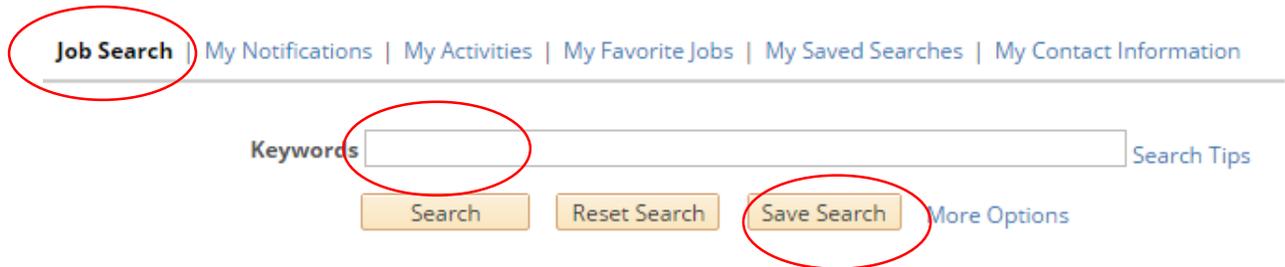
**Notify me when new jobs meet my criteria**

\*Send email notification to

Save Search

## Tip #1: Receive an email notification for every Fleming College job posted

- Follow the same steps to create an email notification, except save a search that does not have any keywords
- By saving a search that has no keywords, this will allow you to receive notifications on all new job postings



## Tip #2: Revise saved searches and email notifications

- Click 'My Saved Searches'
- Edit or delete the keyword or search term

