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

Ke	awwords marketing	Court Time
i i i i i i i i i i i i i i i i i i i		Search Tips
	Search Reset Search Save Search More Opt	tions
3 matches found		
Search Results		
Contract Faculty / Pa Department: Busines	art-Time Faculty, School of Business (Marketing) - 1039 ss Main Job Family: Contract Faculty Location: Peterborough, Ontario Po	osted Date: 03/18/2016
Senior Purchasing C Department: Purchas	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post	ted Date: 03/11/2016
Senior Purchasing C Department: Purcha: HR/Marketing Assist Department: Human	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 In Resources Job Family: Support Full Time Location: Peterborough, Ontario	ted Date: 03/11/2016
Senior Purchasing C Department: Purcha: HR/Marketing Assist Department: Human	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 In Resources Job Family: Support Full Time Location: Peterborough, Ontario	ted Date: 03/11/2016
Arrian Senior Purchasing C Department: Purchas HR/Marketing Assist Department: Human ave Search	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 I Resources Job Family: Support Full Time Location: Peterborough, Ontario Job Search My Notifications 1 My Activities My Favorite Jobs My Saved S	ted Date: 03/11/2016
Senior Purchasing C Department: Purchas HR/Marketing Assist Department: Human ave Search	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 Resources Job Family: Support Full Time Location: Peterborough, Ontario Job Search My Notifications () My Activities My Favorite Jobs My Saved S box and enter an email address if you want the search results for this saved search to be emailed to	ted Date: 03/11/2016
Senior Purchasing C Department: Purcha: HR/Marketing Assist Department: Human Save Search Select the check My Saved Search	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 In Resources Job Family: Support Full Time Location: Peterborough, Ontario Job Search My Notifications 1 My Activities My Favorite Jobs My Saved S box and enter an email address if you want the search results for this saved search to be emailed to	ted Date: 03/11/2016
Senior Purchasing C Department: Purchas HR/Marketing Assist Department: Human Save Search Select the checkl My Saved Search	Officer - 1036 Ising Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 Resources Job Family: Support Full Time Location: Peterborough, Ontario Job Search My Notifications ① My Activities My Favorite Jobs My Saved S box and enter an email address if you want the search results for this saved search to be emailed to My Search MARKETING	ted Date: 03/11/2016
Senior Purchasing C Department: Purchas HR/Marketing Assist Department: Human Save Search Select the check My Saved Search *Name M	Officer - 1036 Using Job Family: Support Full Time Location: Peterborough, Ontario Post tant - 1035 The Resources Job Family: Support Full Time Location: Peterborough, Ontario Job Search My Notifications 1 My Activities My Favorite Jobs My Saved S box and enter an email address if you want the search results for this saved search to be emailed to My Search MARKETING Notify me when new jobs meet my criteria	ted Date: 03/11/2016

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

Job Search My Notifications My Activities My Favorite Jobs My Saved Searches My Contac	t Information
Keywords	Search Tips
Search Reset Search Save Search More Options	

Tip #2: Revise saved searches and email notifications

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

My Saved Searches	Job Sea	rch My Notifications My Activities M	y Favorite Jobs My	y Saved Searches	My Contact Information
The Search button performs the Saved Searches	search and shows your	results on the Job Search page.			
Search Name	Created On	Notifications Email	Notification Expires On	Edit Delete	Search
MARKETING	03/04/2016	Andrea.Evans@flemingcollege.ca	No Expiry	1	Search

Return to Previous Page

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information