Setting up job searches and alerts | SMUD Careers Site

To receive notifications when job postings are available on the SMUD Careers site, follow these simple instructions to set up your profile.

1. Go to smud.org/Careers and click on Search for Jobs.



2. Click on Join Talent Community to create an account or Sign In/View Profile using your email address and password if you have an existing account.

SMUD [®]	Home	Job Categories 🗸	View All Jobs	Join Talent Community	
					Sign In/ View Profile

3. Once you are in your Candidate Profile, click on **Options** in the top right-hand corner and choose **Job Alerts**.

Sign Out	Options \vee	English US (English US) $^{\smallsetminus}$
	My Profile	
(Job Alerts	
	Settings	

 Click on Create New Job Alert to start setting up a Job Alert. Make sure Receive new job posting notification is check marked.

Job Alerts					
Receive new job posting notifications					
Click "Create New Job Alert" to start setting up a Job Alert.					
Create New Job Alert					
View Profile					

- 5. Set up the Job Alert:
 - a. **Search by keyword**: Customize the name of your search by entering a keyword or location. To receive notifications on all jobs, type "Sacramento".
 - b. **Select how often (in days) to receive an alert**: Select how often you want to receive emails regarding SMUD Careers. For example, enter "7" to receive an update every 7 days.
 - c. Expand **Show more options** to limit your search to a specific category or title.
 - d. Click **Preview Alert** to see a preview of your search.
 - e. Click on **Create alert** to set up your customized job alert.

Preview results for ".	
Search by keyword	Preview Alert Clear
Select how often (in days) to receive an alert ØCreate alert Return to Job Alerts	



Powering forward. Together.