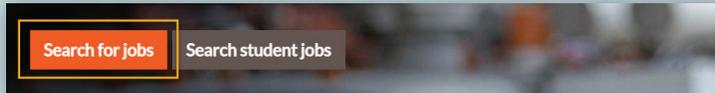


Setting up job searches and alerts | SMUD Careers Site

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

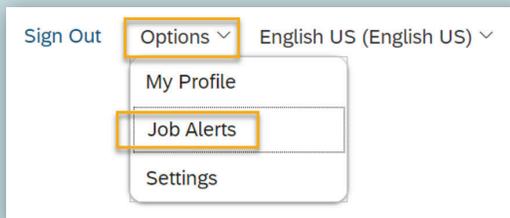
1. Go to smud.org/Careers and click on **Search for Jobs**.



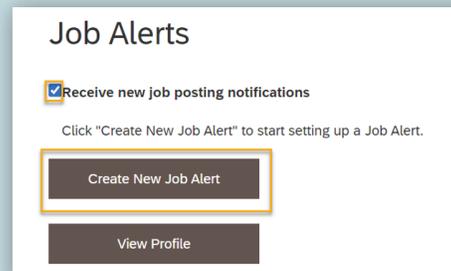
2. Click on **Join Talent Community** to create an account or **Sign In/View Profile** using your email address and password if you have an existing account.



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



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



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.

