Create Job Alerts on Trac.Jobs

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Enabling alerts by email

Trac allows users to enable 'jobs-by-email', which provides alerts based on your job search preferences.
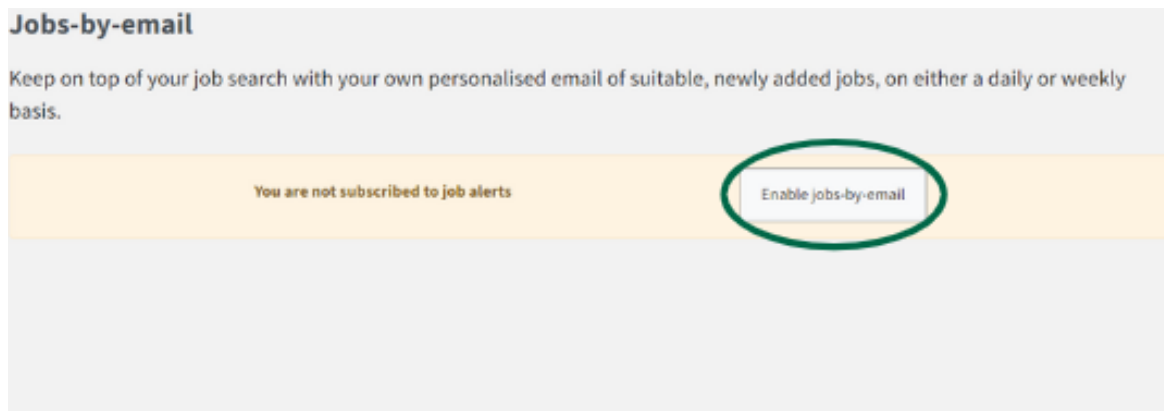
You can set up these alerts by...

Selecting 'Enable jobs-by-email' on the right-hand side of your main dashboard.

Users who haven't yet created alerts will be greeted by this page:

Click the grey button, circled above to set up your new alerts.

Users will be able to customise their alerts using a variety of filters:
- **Frequency of alerts**
- **Sectors and disciplines**
- **Locations**
- **Industry type**

Amend the frequency of alerts by pressing 'edit' and changing to either weekly or daily updates, before pressing save.

Users can then amend their desired sectors and disciplines by using the drop-down tab and selecting one of the various options such as 'Nursing and Midwifery'

Trac will then give you the option to narrow your search by adding the salary grade and specific disciplines related to the sector.

Users can add more sectors by repeating the same steps.

Job searches can be refined by adding a location from the drop-down. To be kept informed for vacancies at our Trust, please enter either Merseyside or Lancashire as your location.

By amending the industry type, users can find vacancies in health, government, civil service and digital roles.

Frequency of alerts

Receiving emails	Weekly	Edit

Sectors and disciplines

Nursing and Midwifery	1 discipline selected	Edit Remove
Select a sector to add to your preferences	Please select a sector… ⌄	Add sector

Locations

UK	1 regions selected	Edit Remove
Select a major region to add to your location preferences	Please select a major region… ⌄	Add region

Industry type

Choose the types of employer (industries) you would like to receive alerts about:

- ☑ **Health**
- ☐ **Local government**
- ☐ **Civil Service (Health)**
- ☐ **Civil Service (Non-health)**
- ☐ **Digital and services**

Cancel   Save

Users are encouraged to press save at each stage to ensure that the options are added to the job alert.