

# CREATING JOB ALERTS



Go to the Alcoa careers page: <https://alcoa.wd5.myworkdayjobs.com/careers>

- Click sign-in



- Enter your email address and password to log in if you have an account, if you don't have an account, select create account and complete the required fields.

Sign In

Email Address

Password

Sign In

Create Account

Forgot Password

- Once signed in, click the on the cloud in the top right hand corner.
- Then select 'Job Alerts'

Your email

View Profile

Candidate Home

Job Alerts

Account Settings

Change Language

Sign Out

- Click on 'Create Job Alert'

Manage Job Alerts

Create Job Alert

Select the options that are applicable to you, below is an example:

## Create Job Alert

Name Your Job Alert \*

Frequency \*

Country

State/Province/Region

Locations

Job Category

Job Type

Full/Part-time

- Click 'ok'

Your job alert should now be set up!

Manage Job Alerts			
<input type="button" value="Create Job Alert"/>			
1 item			
My Job Alerts	Filters	Frequency	Actions
Mechanical Trades	Western Australia, Limited Term (Fixed Term), Permanent, Australia, Operations, Maintenance, Full time, Part time	Weekly	<input type="button" value="Manage"/> ▼