

1. Select **Me** to display your employee functions
2. Click **Current Jobs**

The screenshot displays the ESS user interface. At the top, a navigation bar contains several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' item is highlighted with a red rectangular box. Below the navigation bar, the interface is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section features a grid of circular icons representing various applications: 'Directory', 'Onboarding', 'Checklist Tasks', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Learning', 'What to Learn', 'Benefits', 'Current Jobs', and 'Wellness'. A red arrow originates from the 'Me' menu item and points directly to the 'Current Jobs' icon, which is also highlighted with a red rectangular box.

3. Click the **Job Alerts** tile

The screenshot displays the Connect ESS dashboard interface. At the top, there is a search bar with the placeholder text "Search by job title, organization, or other keyw" and a dropdown menu showing "Lansing,MI,United States" with a search icon to its right. Below the search bar, the dashboard is organized into a grid of five tiles:

- Favorite Jobs:** Represented by a star icon, with the text "See your preferred jobs".
- Job Applications:** Represented by an icon of a person with a pencil, with the text "Review the job applications you submitted".
- Referrals:** Represented by an icon of two hands holding a person, with the text "Check on the referrals you made".
- Job Offers:** Represented by a target icon, with the text "See your job offers".
- Job Alerts:** Represented by a megaphone icon, with the text "Subscribe to notifications and manage your job preferences." This tile is highlighted with a red border.

4. Select “I want to receive news about new job opportunities”
5. Enter the **organization**, **locations**, and **job families** you want to be notified about

Job Alerts

Subscribe to Job Alerts

I want to receive news about new job opportunities.

Job Preferences

Organization

Community Mental Health Authority of Clinton, Eaton, v x

Add Another Organization

Job Family

Technical v x

Manager v x

Add Another Job Family

Location

Lansing, MI, United States v x

MI, United States v x

Add Another Location

6. To add criteria to your alerts, click the applicable **Add** function

Job Alerts

[Save and Close](#) [Cancel](#)

Subscribe to Job Alerts

I want to receive news about new job opportunities.

Job Preferences

Organization	Job Family
Community Mental Health Authority of Clinton, Eaton, ✕	Technical ✕
Add Another Organization	Manager ✕
	Add Another Job Family
Location	
Lansing, MI, United States ✕	
MI, United States ✕	
Add Another Location	

7. To delete criteria from your alerts, click the applicable “X”
8. Click **Save & Close** when you are done

End of Procedure

Job Alerts

Save and Close **Cancel**

Subscribe to Job Alerts

I want to receive news about new job opportunities.

Job Preferences

Organization	Community Mental Health Authority of Clinton, Eaton, <input type="text"/> <input type="button" value="X"/>	Job Family	Technical <input type="text"/> <input type="button" value="X"/>
	<input type="text"/> <input type="button" value="X"/>		Manager <input type="text"/> <input type="button" value="X"/>
Location	Lansing, MI, United States <input type="text"/> <input type="button" value="X"/>	Add Another Job Family	
	<input type="text"/> <input type="button" value="X"/>		
Add Another Organization	<input type="text"/>		
Add Another Location	<input type="text"/>		