

Job Email Alert - Instructions

Using the Job Email Alert setup, you will be able to receive email alerts when new jobs are posted in your area of specialty.

This page provides guidance on how to setup the email alert page. It is very important that this page be setup properly so you receive emails with the right job lists inside it.

To setup this page properly, you will need to do following:

- **Categories:** You can choose multiple job categories by clicking at the window labeled Categories. For example, a person with accounting background can choose these categories: Accounting, Finance and Banking. Just toggle the buttons for each category and click OK.
- **Education:** If you are bachelor's degree holder, you can choose both Bachelor's and Diploma in the Education window. By including the lesser degree, you get alerts for a lesser requirement job but fitting.
- **State:** You can choose **All** for jobs in all states (regions) of Ethiopia, or select only one state/region, such as Addis Ababa and you will get job alerts for that state only.
- **Email Alert Active:** You must toggle on this button so you get email alerts. Otherwise you will not get emails, as it is INACTIVE.
- **Job Type:** This window allows you to choose Full Time, Part Time and/or Contract jobs. We recommend you leave this window **All** – meaning you will get Email alerts when any of these jobs types are posted.
- **Frequency:** We recommend you leave this option **All**. This means you will receive email alerts twice a week.
- **Save:** When you are finished with the setting, please click **Save** and the setting will be saved for you and they system will start sending email alerts.
- **Send Mail:** This is just to test the system so when clicked it sends sample email alert based on the setup you have just made.

Email Alert Criteria

Guidelines for Setting E-mail Alert – Please Read Carefully
The Job Email Alter feature was added so that you receive email alerts when jobs are posted that satisfy your search criteria. Our system will send you emails containing links for jobs posted that met your criteria every week.
You can choose various filters as shown below, such as Job Category, Education Level, Job Type, Job Location, and Email Frequency. Email alerts will be sent on certain days of the week. You can choose any one of these days to receive your email alerts, or All for all days. You may also elect the Country and State for which jobs are advertised.
If you have any questions at all on using this filter, please contact us.

Categories	<input type="text" value="Banking, Accounting, Finance"/>	Location Criteria	
Education	<input type="text" value="Bachelor's, Diploma"/>	Country	<input type="text" value="Ethiopia"/>
JobType	<input type="text" value="--All--"/>	State	<input type="text" value="Addis Ababa"/>
Frequency	<input type="text" value="All"/>	<input checked="" type="checkbox"/> Email Alert Active	

You must Toggle this Button to get email alerts

You can choose multiple job categories here

You can choose multiple Education levels here