How to set up job alerts

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Never miss a job opportunity. Set up job alerts from your dashboard and get notified about jobs you’re interested in.
Step 1
Sign in to your Job seeker account via myGov.

Step 2
Click on Career Profile.

Step 3
Click on My Next Job to set your preferences.
Step 4

Edit each section in My Next Job to match your preferences and abilities.

**Occupations**
It is a good idea to pick multiple occupations across different industries. This will give you a wide range of jobs to apply for and improve your chances of success.

**Availability**
If you make your profile visible to employers, they will be able to see your availability. Remember to update your availability if your circumstances like your caring arrangements change.

**Tenure types**
You can choose full time, part time or casual from this list. Casual and part time jobs can become permanent jobs, so don’t discount these options.

**Locations**
You can choose multiple locations. Expand your job search to more than one place if you’re willing to move for work. It’s also a good way to see if the jobs you’re interested in or qualified for are more common in other towns and cities.

**Job types**
Some jobs require specific kinds of applicants, like graduates. Some require you to work in a specific kind of way, like shift work. If you match a specific job type, it can make you a more competitive applicant.

**Transport**
Some types of work require you to have your own reliable transport. If you make your profile visible to employers, they will be able to see if you have your own transport. It can help them make a decision about whether you’re right for their job.
Step 5
In the Job Alerts section, you can see if you have alerts turned on or off.
Click Edit to turn them on.

Check the On checkbox.
Choose where to send your alerts. It’s good to keep a back up in your jobactive inbox so you can refer back to it. Set your frequency. Daily job alerts will give you the best chance to get your applications in quick for jobs you’re interested in.
Click Save when you’re done.

You can see Job Alerts are turned on now, as well as where they’ll be sent at the frequency you set.

If you want to change the type of jobs you get alerts for, just Edit your preferences in My Next Job.