

## Student Guide – Job Postings - Saved Searches & Email Notifications

### Introduction

Saved searches and email notifications is a feature included in Experience York that allows students to search for an organization or any keyword of a job type that they are interested in, save it, and receive email notifications if there is a new job posting on the system that matches the saved criteria.

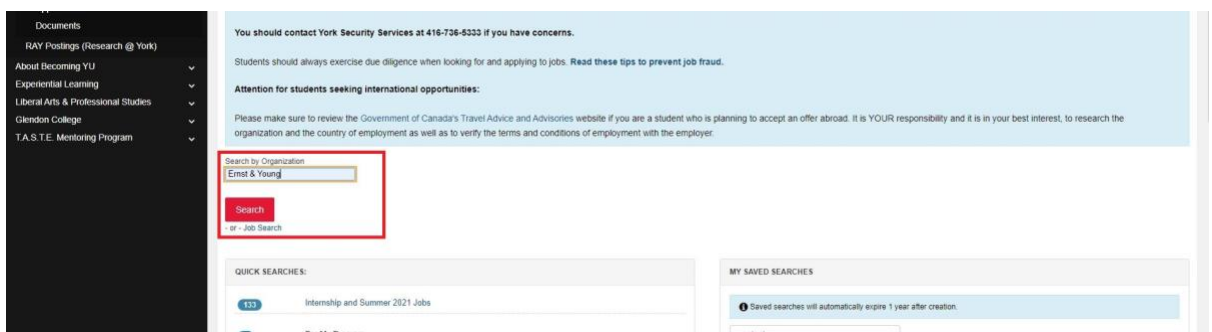
### How to navigate to job postings

1. Login to [Experience York](#)
2. From the top navigation menu, choose Students drop-down, click on Login.
3. Log in using your student PPY account
4. Once logged in, open the Career Education & Development drop-down on the left and click on Job Postings.

### Using the saved search feature

The search feature on Experience York allows a student to search for an organization that they are interested in and displays a list of job postings from the organization.

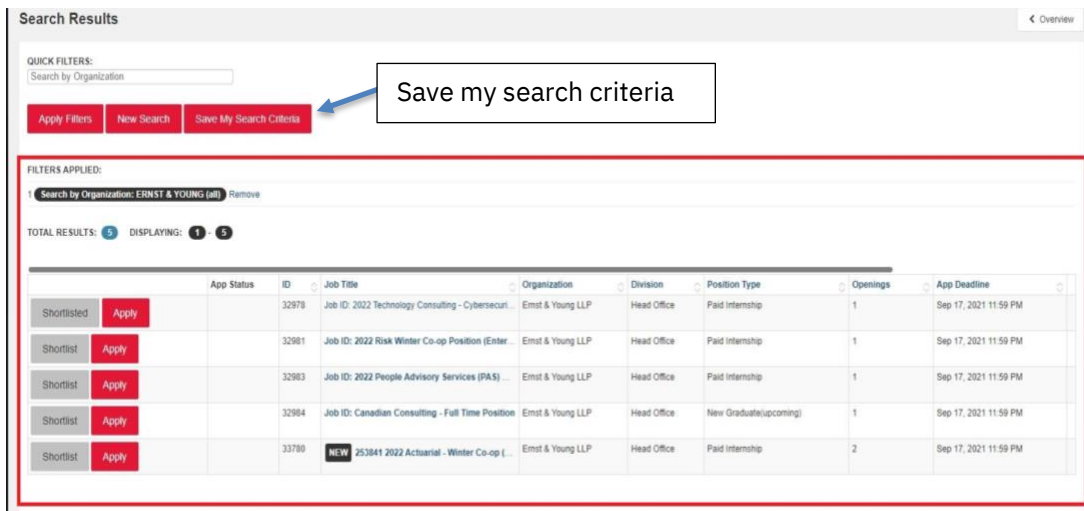
5. Once you are on the Job Postings dashboard, in the Search by Organization text box, input the organization that you are interested in and hit the Search button. The organization that is used in this example is Ernst & Young.



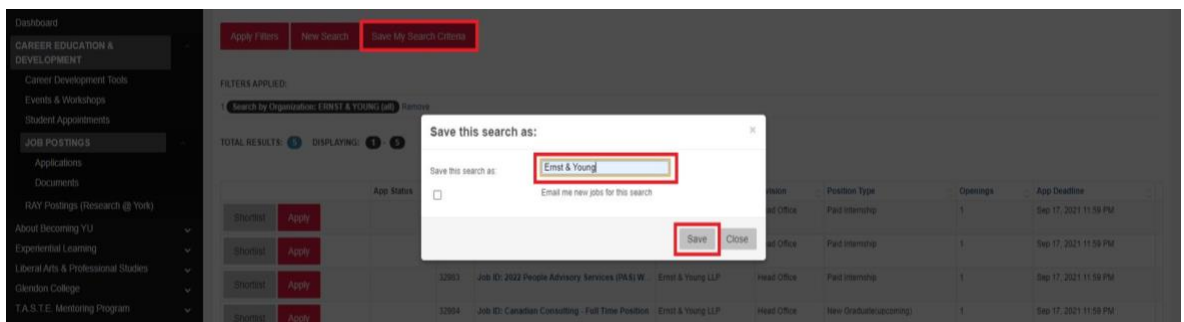
**Note:** If you would like to filter based on other keywords or job types such as “Organization, Full time only, Job title keyword” then you can also use the advanced search options: Click on the **“Job Search”** link under the “search” button that would open a new page of search options to add to the filter.

For example, Organization name – Ernst & Young, Job title keyword – Business, Position type – Summer, Job City – Toronto, etc.

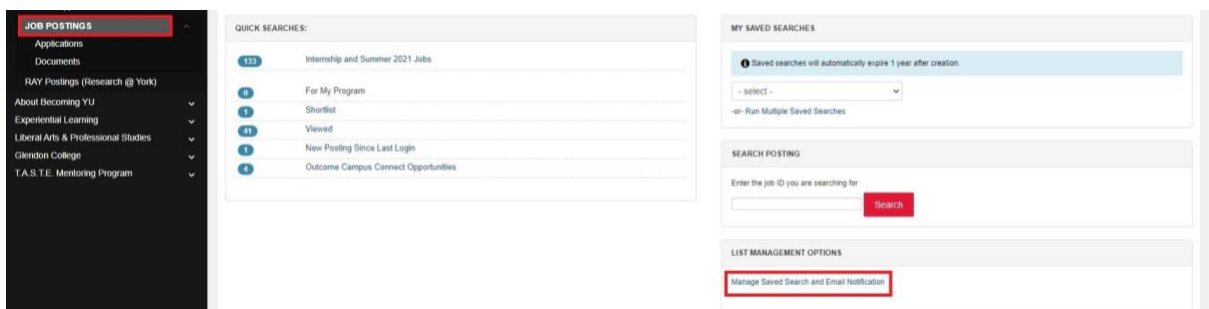
- List of job postings based on the search filters will display with options to shortlist or apply for directly or you can hit the “Save my search criteria” button to save this search.



- To save your search, hit the Save My Search Criteria button. Name the search as one that you can easily recognize, then hit the Save button.



- Click on Manage Saved Search and Email Notification under List Management Options in the Job Postings dashboard to view your saved searches the next time you login.



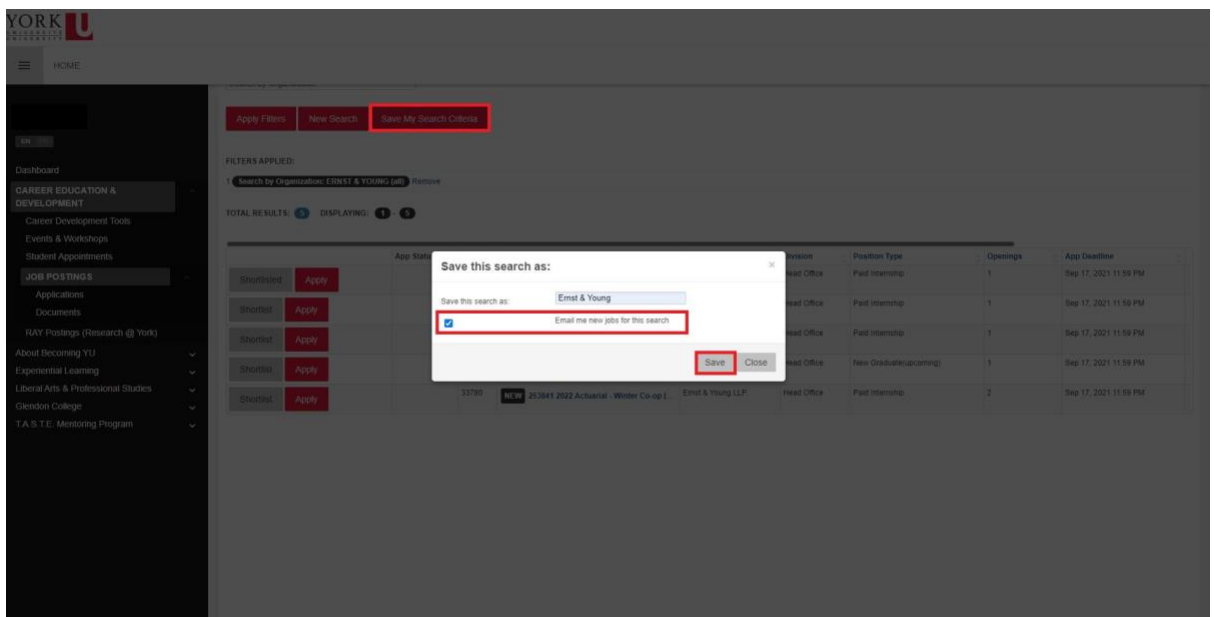
Note: If there is a green checkmark beside the saved search then email notification is turned on and if there is a red cross then email notifications is turned off for the saved search.



## Get notified about new job postings

The email notifications feature on Experience York helps students to never miss a job posting from an organization that they are interested in. To activate the email notifications feature, follow the same steps as using the search feature up to step 2.

1. After hitting the Save My Search Criteria button, make sure that “Email me new jobs for this search” setting is turned on. You will know when this setting is turned on when a blue checkmark appears.
2. Hit the Save button.



3. Check your student email to open email notifications about new job postings from an organization. Here is a sample email:

