
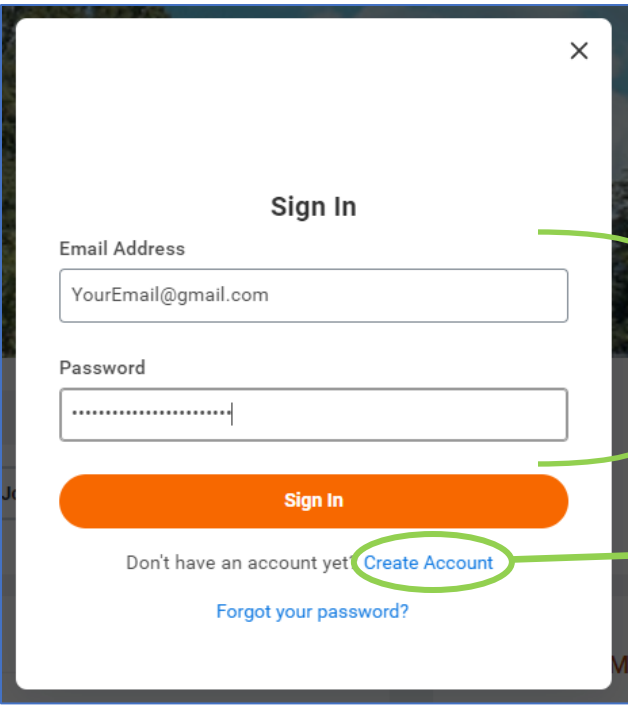


# WORKDAY QUICK GUIDE

## How to Sign Up for Job Alerts For External Candidates

|   |   |
|---|---|
| <p>1. Navigate to our external career website to view our current job openings:<br/><a href="https://merceruniversity.wd1.myworkdayjobs.com/external">https://merceruniversity.wd1.myworkdayjobs.com/external</a></p> <p>In the upper right corner, click on “<b>Sign In</b>”</p> |   |
| <p>2. If you have a current account already, log in with your email address and password.</p> <p>If you don't have an account, click on “<b>Create Account</b>” to create a username and password.</p>  |  |

3. Once logged in, click on the **Job Alerts** tab.

Click on “**Create Job Alert**” to select your job alert criteria.

Once you’ve made your selections, click **OK**.

You will receive an email requesting your confirmation to receive email communications. You will need to “Opt-In” in order to receive Job Alerts from Mercer University.

Human Resources

Search for Jobs

Candidate Home

Job Alerts

### Manage Job Alerts

Create Job Alert

#### Create Job Alert

Name Your Job Alert \*

My Job Alerts

Frequency \*

Daily

Job Category

× Classified Staff

× Faculty

× Professional Staff

Locations

Job Type

× Regular

Full/Part-time

× Full time

× Part time

Cancel

OK

## Mercer University

### Email Communications

Would you like to opt in to receive email communications from us relating to, among other things, your employment or prospective employment with us? \*

- Yes, I want to receive email communications.
- No, I don't want to receive email communications.