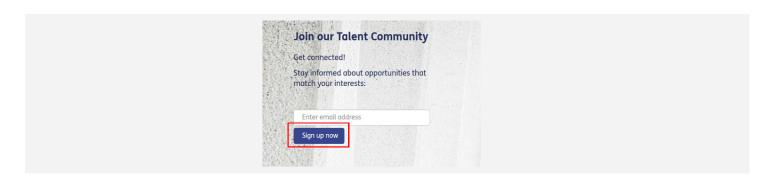
Guide: Job Alerts for external users

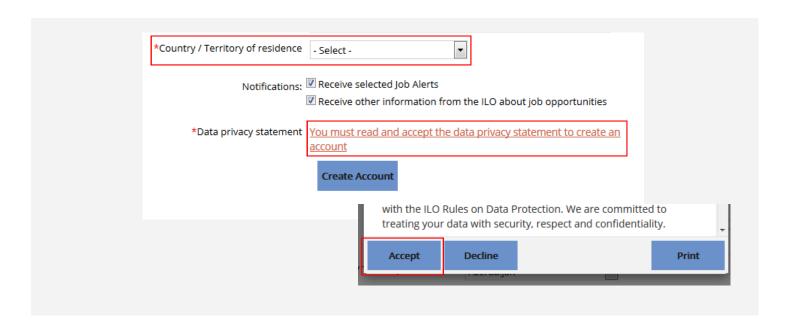
In order to receive ILO Job Alerts, you first need to create an account.

How to create an account

From the ILO Jobs home page, click on the Sign Up Now button to create an account



Complete the mandatory fields (such as email address, name, password for future access). Please note you will need to select your **Country/Territory of residence (for example Switzerland)**, then click on the **statement** to read it and click the **Accept** button. If you do not do this, you cannot create an account



Guide: Job Alerts for external users

Job Alerts

To create a Job Alert: Once you have created your account in ILO Jobs, the easiest way to create a Job Alert is to go to one of the **Job category** pages and to create an alert for that Job category. Professional-level vacancies can be found under the "International" and "Development Cooperation" categories.

From the Job category page, click on the **Create Alert** button under the search bar. You can also choose how often to receive Job Alerts.



To delete a Job Alert: log into ILO Jobs and you will see the Candidate Profile page. Click on **Options,** then **Job Alerts.** You will be able to manage and delete your Job Alerts

