

# Introduction

Would you like to be notified every time Energy Northwest posts a job you may be interested in? Well you're in luck!! By following the steps listed on the following page, you can set-up Job Notification Alert(s) and receive notices by email of jobs and opportunities that match your interest. You can set -up multiple automatic Job Notification Agents by keyword or set-up 1 notification to receive all new job postings.

## Save Search to be notified

### 1. Save Search to be notified of new job postings

- Visit the website at [www.energy-northwest.com](http://www.energy-northwest.com)
- Click 'Careers'
- Click 'Careers' on the left side of the webpage
- Click 'Click here to view and apply for our open positions'
- Click 'Sign in' if you already set up an online account or click 'New User' if you have not set up an online account

### 2. Once you are signed in follow the directions below

#### VERY IMPORTANT: DO NOT click on any of the job listings

- Simply type in the keywords you are searching. If you would like to see all postings, leave the field blank.

The screenshot displays the Energy Northwest Job Search interface. At the top, there is a search bar with a dropdown menu set to 'All' and a search button. To the right of the search bar are links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the search bar, the page is titled 'Job Search' and includes navigation links for 'Job Search', 'My Notifications', 'My Activities', 'My Favorite Jobs', 'My Saved Searches', and 'My Contact Information'. The user is signed in as 'Amy'. On the left side, there are filter options for 'Location', 'Department', 'Job Family', 'Job Function', and 'Job Posted In'. The main content area shows '14 matches found' and a list of job listings. Each listing includes the job title, department, location, and posted date, along with a star icon for favoriting. The first few listings are: 'Security Program Coordinator - 5447', 'Radiological Support Supv - 5475', 'Engineer Sr/Pr - Licensing - 5465', 'Rcrds & Info Mgmt SR Analyst - 5471', 'Admin Asst II - Security - 5472', 'PeopleSoft Systems Analyst III/IV - 5464', 'Environmental Services Supv - 5459', 'Engineer - New Graduate - 5454', 'Appl Systems Analyst III - 5311', 'IT Architecture Analyst II - 5414', and 'IT Architecture Analyst III - 5415'. A 'Sort By' dropdown menu is set to 'Posted Date'.

- If you would like to Narrow your search further, click on "More Options" beside the "Save Search" button
- Once you have completed your criteria, Click "Save Search"

- You will be taken to a new page to input your:
  - Name you would like to call your search
  - Notify me when new jobs meet my criteria
  - Send email notification to

ENERGY NORTHWEST

All Search >> Advanced Search Last Search Results

Save Search Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you

My Saved Search

\*Name My Search ALL JOBS

Notify me when new jobs meet my criteria

\*Send email notification to test@hotmail.com

Save Search

\* Required Information

Return to Previous Page Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

- Once you have completed the needed information, click “Save Search”
- You will be notified of all jobs that meet your criteria until you choose to stop the notifications
- If at any time, you would like to delete your search, you can go to “My Saved Searches” at the top of the page and click on the trash can to delete your search

ENERGY NORTHWEST

All Search >> Advanced Search Last Search Results

My Saved Searches Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

The Search button performs the search and shows your results on the Job Search page.

Saved Searches

Search Name	Created On	Notifications Email	Notification Expires On	Edit Delete	Search
ALL JOBS	10/08/2014	test@hotmail.com	10/08/2015	 	Search

Return to Previous Page Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information