

E-Recruiting: Candidates

Create a Job Alert

A Job Alert allows you to define your job search criteria and request to receive an e-mail notification when a job opportunity opens that matches your criteria.

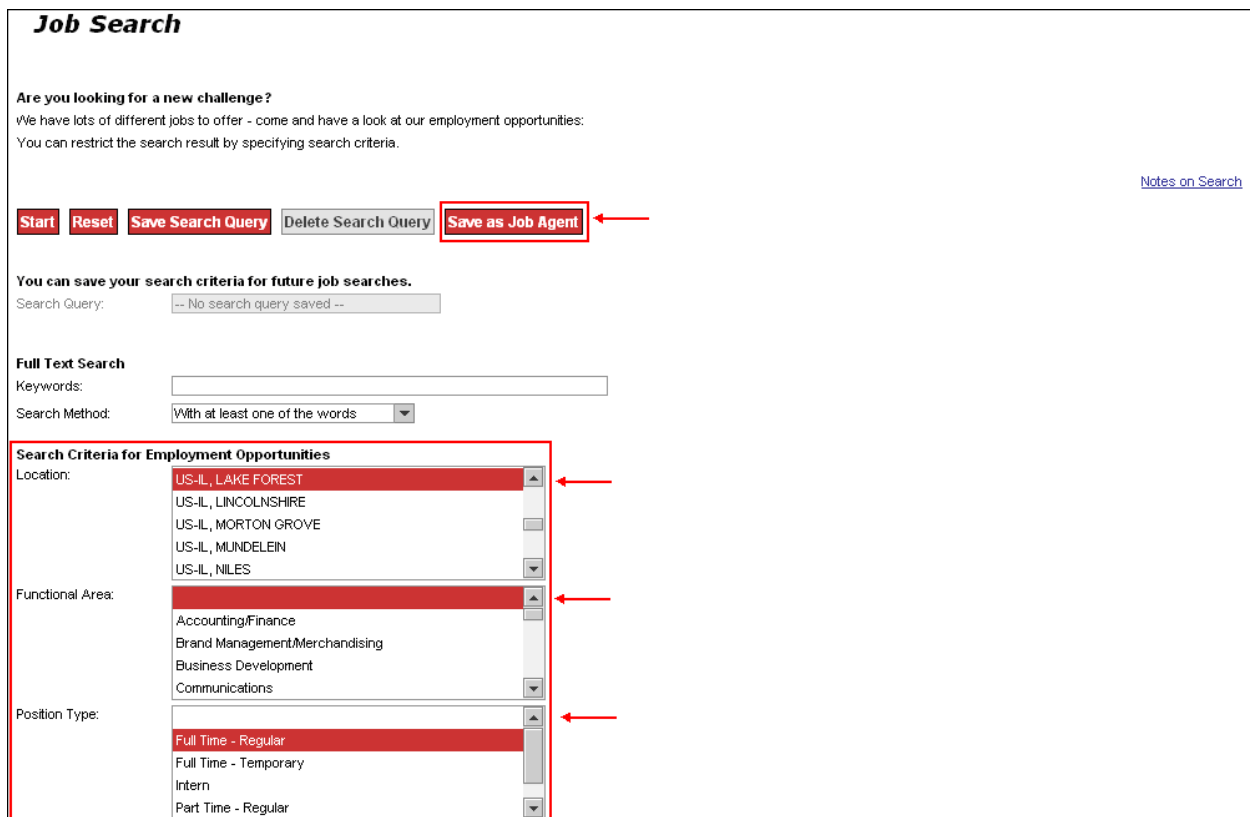
You can access the **Employment Opportunities** through the **Experiencedone Web Site**.

Step 1: Click the **Employment Opportunities** tab from the **My Profile** screen.



Result: The **Job Search** screen is displayed.

Step 2: Select the desired **search criteria** in the **Location**, **Functional Area**, and **Position Type** fields and click the **Save as Job Agent** button.

A screenshot of the 'Job Search' screen. At the top, it says 'Job Search' and 'Are you looking for a new challenge?'. Below this is a paragraph of text and a link 'Notes on Search'. There are several buttons: 'Start', 'Reset', 'Save Search Query', 'Delete Search Query', and 'Save as Job Agent'. The 'Save as Job Agent' button is highlighted with a red box and an arrow. Below the buttons, there is a section for 'Search Criteria for Employment Opportunities'. This section has three dropdown menus: 'Location', 'Functional Area', and 'Position Type'. Each dropdown menu has a red box around it and an arrow pointing to it. The 'Location' dropdown is set to 'US-IL, LAKE FOREST'. The 'Functional Area' dropdown is set to 'Accounting/Finance'. The 'Position Type' dropdown is set to 'Full Time - Regular'.

Result: The **Save as Job Agent** window is displayed.

E-Recruiting: Candidates

Create a Job Alert

Step 3: Type the **name** of your Job Agent in the **Name of Job Agent** field, click the dropdown arrow in the **Frequency** field and select the **frequency** of your notification, and click the **Save** button.

Note: Required fields are indicated by red asterisks (*).

Save as Job Agent

To overwrite a job agent, select it in the table and then save it.

Enter a unique name for the job agent.

Name of Job Agent: * My Grainger Jobs

Frequency: Weekly

Active:

Saved Job Agents

Name of Job Agent
<i>i</i> The table does not contain any data

Save Close

Result: A message indicating that your data was successfully saved is displayed and the procedure for creating a Job Alert is complete.

Employment Opportunities Candidate Profile

Job Search | My Applications | Job Agents | My Employee Referrals

GRAINGER
FOR THE ONES WHO GET IT DONE

Job Search

Data saved successfully

Note: You are notified by an e-mail message when there is a match to your criteria. See the following page for an example of the e-mail message.

E-Recruiting: Candidates

Create a Job Alert

Step 3, Continued, Note: Following is an example of the e-mail message you receive when you are notified of a Job Posting that meets your criteria.

Job Alerts from SAP
You forwarded this message on 8/13/2010 9:20 AM.
noreply@grainger.com [noreply@grainger.com]
Sent: Friday, August 13, 2010 8:22 AM
To: Welsh, John
 Dear John Welsh Are you interested in an exciting career at SAP? Below you can find the postings which match the agents configured by you. -----
AGENT :My Grainger Jobs -----
Director, Test (Kevin Flynn) http://drcms.dev-sap.grainger.com:8004/sap/bc/erecruiting/posting_apply?param=cG9zdF9pbnN0X2d1aWQ9QkNDRjU5NEMwNTdFOUEzNEUxMDAwMDAwMEEwOTAxNjkmY2Fu3d%3d&sap-client=200&sap-language=EN
Director, Test (Kevin Flynn) http://drcms.dev-sap.grainger.com:8004/sap/bc/erecruiting/posting_apply?param=cG9zdF9pbnN0X2d1aWQ9MEU2MzU2NEM5QkRBODY1M0UxMDAwMDAwMEEwOTAxNjkmY2Fu3d%3d&sap-client=200&sap-language=EN
Accountant http://drcms.dev-sap.grainger.com:8004/sap/bc/erecruiting/posting_apply?param=cG9zdF9pbnN0X2d1aWQ9MzQ3QjE3NEMwQzcwMTE2REUxMDAwMDAwMEEwOTAxNjkmY2Fu3d%3d&sap-client=200&sap-language=EN