



# Oxy Job Alerts

## How-To Sign-up for Automatic Email Notifications

Did you know that our recruiting system, Taleo, will send you automatic email notifications for when new jobs are posted? This guide will give you systematic instructions on how to sign up for these notifications. Never be the last one to know what jobs are posted ever again!

### Step 1:

Log into the Taleo, our recruiting software system.

- Direct Link: <https://tm.oxy.com/webtool/taleologinportal.aspx>
- You can also navigate to Taleo from the Oxy intranet page. On the homepage hover over “Quick Reference” and under the Shortcuts menu click on “Career Opportunities”.

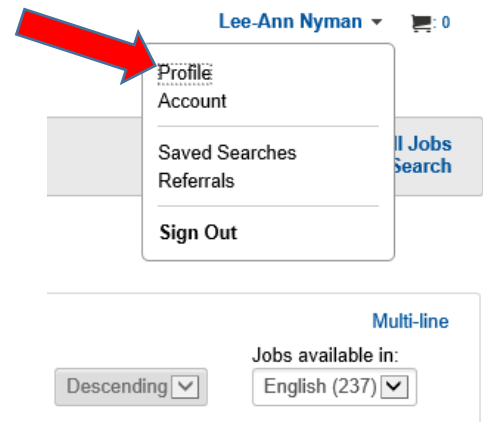
Click on Employee and sign in with your everyday computer sign-in credentials



### Step 2:

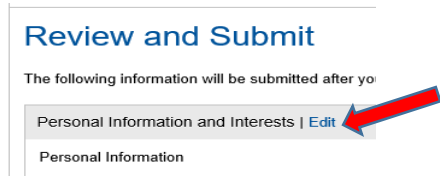
Click on your name that is in the top right corner of the screen.

A drop down box will appear. Click on “Profile”.



**Step 3:**

Once you are in your profile, click "Edit".



- a) To add a job category that you wish to be notified about select the desired category from the drop down list and click "Add to List". It will then appear below the drop down.
- b) If you wish to be notified about multiple categories, repeat the previous step until you have all of your desired categories listed.
- c) Check the box towards the bottom of the screen. "Send an email notification whenever a new position matching this profile is posted."
- d) Click the button "Save and Continue".

