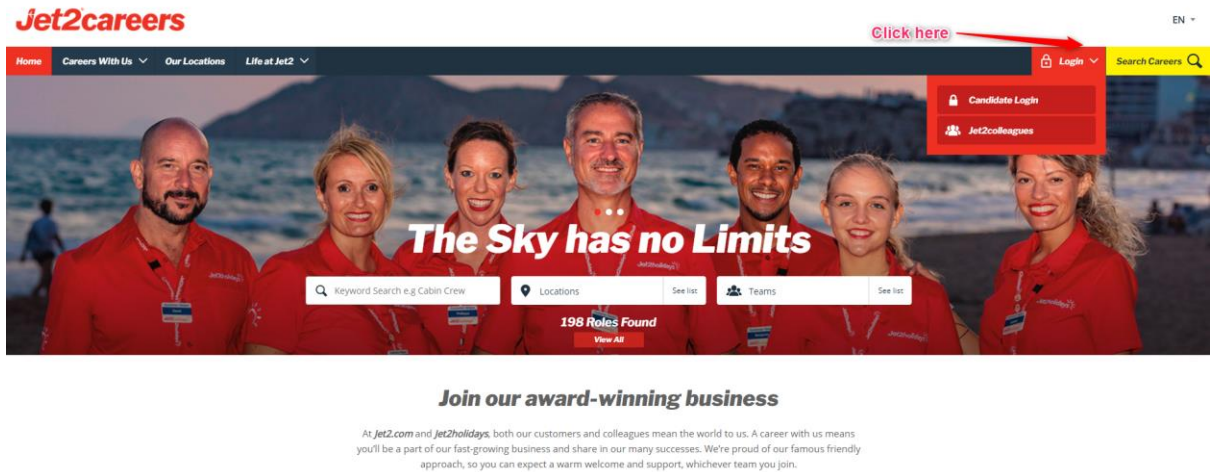


HOW TO CREATE A JOB SEARCH AGENT ALERT

1. Go to www.jet2careers.com
2. Log into your account with us by clicking on the Login menu item



3. You will be redirected to the Jet2careers login page. If you do not have an account, click on 'Don't have an account yet?' and you can quickly and easily set up an account.
4. Enter your login details (you would have created these when applying for the role). You can also use the **Forgot Username or Password** option to reset your details if required.

Sign In

[in](#) [f](#) [t](#)

Or

Fields marked with an asterisk (*) are required.

*E-Mail Address

*Password

Forgot Username or Password?

[Sign in](#)

[Don't have an account yet?](#)

5. Once logged in click on 'Job Search'

Job search Jet2careers Candidate Portal ▼ Sign Out

⊖ Back



Click here

Jobs Applications Searches

Saved Jobs

You do not have any saved jobs.

Search for jobs to save jobs.

6. The following search screen will come up. Click on 'Advanced Search'

Job search Jet2careers Candidate Portal ▼ Sign Out

Welcome to Jet2.com and Jet2holidays Careers

Welcome to your personal *Jet2.com* careers page. Here you can browse jobs, add interesting vacancies you are interested in.

Search from over 286 opportunities

Search job opportunities that match your interests

title, job category

Search location

location

Search

Advanced Search

Click here

You will then see all the advanced search options available to you. See screenshot below:

[Job search](#) [Jet2careers](#) [Candidate Portal](#) ▼ [Sign Out](#)

⊕ Back

Keyword

Location ▼

Country

- U.K
- Bulgaria
- Croatia
- Cyprus
- France
- Greece
- Italy
- Portugal
- Serbia
- Spain
- Turkey
- Austria
- Andorra
- Iceland
- Czech Republic
- Germany
- Hungary
- Malta
- Netherlands
- Poland

7. Select the appropriate options (ie Keyword, Location, Business Area, Team and click search'

Job search Jet2careers Candidate Portal ▼ Sign Out

⊞ Back

Keyword

Location

Country

- U.K
- Bulgaria
- Croatia
- Cyprus
- France
- Greece
- Italy

8. All roles (if any) that match your search will come up. To save this search and automatically receive notifications of new roles advertised that match the search criteria, click on 'Save this search'

Job search Jet2careers Candidate Portal ▼ Sign Out

⊞ Back

Search job opportunities that match your interests

Search location

82 results

Sort by:

Click here

Save this search



9. You will then see a pop up where you can choose where the notifications are sent and how often you receive them:

Save Search



Fields marked with an asterisk (*) are required.

* Search name

I want to receive updates

- Never
- Daily
- Weekly
- Bi-weekly
- Monthly

* E-Mail Address

Save Cancel

10. Once you have clicked 'Save' you will now receive an email when we next advertise a position matching the options you have selected on this form.

11. At any point you can access, edit and delete your 'Saved searches' by logging into your **Jet2careers** account and clicking on the 'Searches' option.

Job search Jet2careers Candidate Portal ▼ Sign Out

⊕ Back



Jobs Applications Searches (1)

Saved Jobs

You do not have any saved jobs.

[Click here](#)

Search for jobs to save jobs.

12. You will then have the option to run the search manually or configure, renew (all saved search notifications will automatically expire after 3 months) or delete your saved searches

Job search Jet2careers Candidate Portal ▼ Sign Out

⊕ Back



Jobs Applications Searches (1)

Saved Searches

Head Office
Send results monthly to searchtest@testing.com
Expires in: 90 days

▶ Run search

Run the search manually

- Actions
- Configure
- Renew
- Delete

To edit search or notifications

If you have any questions, please contact the Recruitment Systems Team at Kenexa@jet2.com