

# User Guide

---

## How to Set up Job Alerts v1.0

## Purpose

Thank you for your interest in working for Harland & Wolff however we know that you may not always find a job that matches your needs or skills initially. In these instances, you are able to set up a job alert and where we will automatically contact you if a future vacancy is published that meets your criteria.

## How to Search for Active Jobs at Harland & Wolff:

To view any active jobs at Harland & Wolff, please log onto [www.harland-wolff.com](http://www.harland-wolff.com) and select Careers from the menu at the top of the page.



Our Careers Page will provide you with information on working at Harland & Wolff and enable you to search and apply for our current vacancies, or if you do not find a vacancy that meets your needs you can also register for 'Job Alerts' where the system will notify you when a future vacancy is published that meets your criteria.

### CURRENT VACANCIES

Notify me of jobs

SEARCH

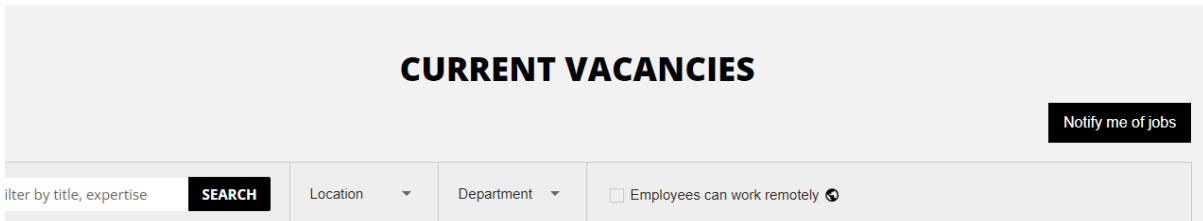
Location ▾
Department ▾

Employees can work remotely

Job Title	Type of Employment	Department	Location	Published Since	
Recruiter Demo	Full-time	Bids	Belfast, United Kingdom	21/12/2023	VIEW JOB
SLT Demo 2	Full-time	Bids	Belfast, United Kingdom	19/12/2023	VIEW JOB
SLT Demo 1	Full-time	Bids	Belfast, United Kingdom	19/12/2023	VIEW JOB

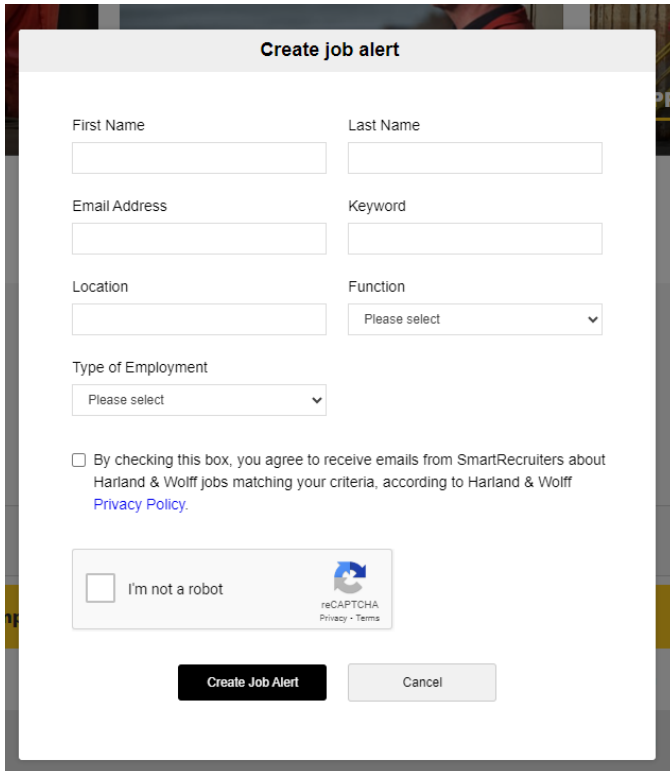
## How to Set Up a Job Alert

To set up and alert you will see a button stating “Notify me of Jobs” under our current Vacancies section like below



The screenshot shows a header titled "CURRENT VACANCIES" in bold black text. To the right of the header is a black button with white text that says "Notify me of jobs". Below the header is a search bar with the text "filter by title, expertise" and a black "SEARCH" button. To the right of the search bar are two dropdown menus labeled "Location" and "Department", and a checkbox labeled "Employees can work remotely" with a small globe icon.

When you click the button the following pop up will appear



The screenshot shows a "Create job alert" pop-up form. It has a title bar "Create job alert" and a close button in the top right corner. The form contains several input fields: "First Name" and "Last Name" (text boxes), "Email Address" (text box), "Keyword" (text box), "Location" (text box), and "Function" (dropdown menu with "Please select" and a downward arrow). Below these is a "Type of Employment" dropdown menu with "Please select" and a downward arrow. There is a checkbox with the text "By checking this box, you agree to receive emails from SmartRecruiters about Harland & Wolff jobs matching your criteria, according to Harland & Wolff [Privacy Policy](#)." Below this is a reCAPTCHA widget with the text "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form are two buttons: "Create Job Alert" (black with white text) and "Cancel" (grey with black text).

Please complete the required details identifying which function and type of employment you are interested in which will determine which job alerts you receive.

The box “Keyword” will be specific words for you to use in order to set up the alerts (if required otherwise leave blank)

Email Address	Keyword
<input type="text" value="lauren.connolly@harland-wolff.com"/>	<input type="text"/>
Location	
<input type="text"/>	<input type="text" value="Please select"/>

Use broad keywords for best results (i.e. “designer” instead of “senior product designer”)

For example if you are interestd in welding jobs enter “weld”. If it is Human Resource jobs enter “HR” etc etc

The Box “Location” should be the location of our yards you would be intered in roles from. These are

- Belfast
- Appledore
- Methil
- Arnish
- London
- Aberdeen

The box “Function” will provide a drop down for you to choose from as seen below, please select which one best suits thew jobs you are interested in

Function

Please select

- Please select
- Accounting/Auditing
- Administrative
- Advertising
- Analyst
- Art/Creative
- Business Development
- Consulting
- Customer Service
- Design
- Distribution
- Education
- Engineering
- Finance
- General Business
- Health Care Provider
- Human Resources
- Information Technology
- Legal
- Management

Cancel

The Box “Type of Employment” will also provide a drop down for the type of role you would like, as shown below

Type of Employment



A screenshot of a web form showing a dropdown menu labeled "Type of Employment". The dropdown is open, displaying a list of options: "Please select", "Casual", "Contract", "Full-time", "Intern", and "Part-time". The "Please select" option is currently selected and highlighted. To the right of the dropdown, there is a partially visible label "rece" and the text "criti".

Once all the information has been completed please click create Job Alert at the bottom of the page.



Two buttons are shown side-by-side. The left button is black with the text "Create Job Alert" in white. The right button is light grey with the text "Cancel" in black.

Your job alert will then have been set up and you will receive the necessary emails to alert you of the active roles at Harland & Wolff that meet the criteria of your job alert.