

# Setting up your redeployment job alerts

To make sure you're receiving relevant job openings, please set up your job alerts by following the guidance below:

1. **Select your filtering options:** click on the downward arrowhead next to the filter to reveal all options within the category. Select all values that cover the vacancy options you'd like to receive\*.

The screenshot shows a job alert setup interface with the following components:

- Search:** A text input field with the placeholder "Enter a job title or k..." and a red search icon.
- Sort by:** A dropdown menu currently set to "Posting Start Date (ascending)".
- Filters (left sidebar):** Four filter categories, each with a downward arrowhead:
  - Role types
  - Contract type / Work pattern
  - Grade
  - Faculty/Division
- Filters (right sidebar):** Two filter panels, each with an upward arrowhead:
  - Role types:** Three options with checkboxes:
    - Clinical Academic (4)
    - Professional Services (2)
    - Research and teaching (1)
  - Contract type / Work pattern:** One option with a checked checkbox:
    - Fixed-term / Full or part time (4)

2. **Review your job alert criteria:** once selected, you'll see your criteria displayed at the top of the page. Additionally, you can use keywords to tailor your search further (Finance in the below example).

## University of Bristol Redeployment board

The screenshot shows the job alert setup interface with the following components:

- Search:** A text input field with the placeholder "Enter a job title or k..." and a red search icon.
- Sort by:** A dropdown menu.
- Filters (right sidebar):** Three filter panels, each with a downward arrowhead and a red 'X' icon to remove the filter:
  - Clinical Academic Role types
  - Research and teaching Role types
  - Fixed-term / Full or part time Contract type / Work pattern

# University of Bristol Redeployment boa

Search

Finance

Sort by

Posting Start Date (ascending)

Role types

total jobs matching your criteria: 1

Finance Enter a job title or keyword

Grade E Grade

**Finance Assistant**

Open ended / Full time

Grade E

3. **Choose alert frequency and preferred email:** Click the ‘Send me notifications about new jobs’ slicer. Select how often you'd like to receive alerts (this should be daily in normal circumstances) and enter your chosen email address for alerts. Clicking ‘Set job alert’ activates your alerts.

Send me notifications about new jobs

Send notifications of new matching jobs

Once a day

Stop notifying after

2 weeks

Your email address required

4. Manage your job alerts: you can amend or turn off your job alerts by following the link received in the auto-communication, sent after activation.

Note that you can update your search preferences by clicking [here](#).

Please remember that staff at risk of redundancy are eligible to apply for roles at their current grade or lower, through redeployment. If you would like to apply for roles higher than your current grade, this should be done via the main internal job board.

You can turn off these alerts at any time, just click [here](#).

Good luck!

The Resourcing Team

If you have any questions or need further assistance, please don't hesitate to reach out to your [Resourcing Business Partner](#).

\*Please note that for the Grade filter, you should only select grades equal to or below your current grade.