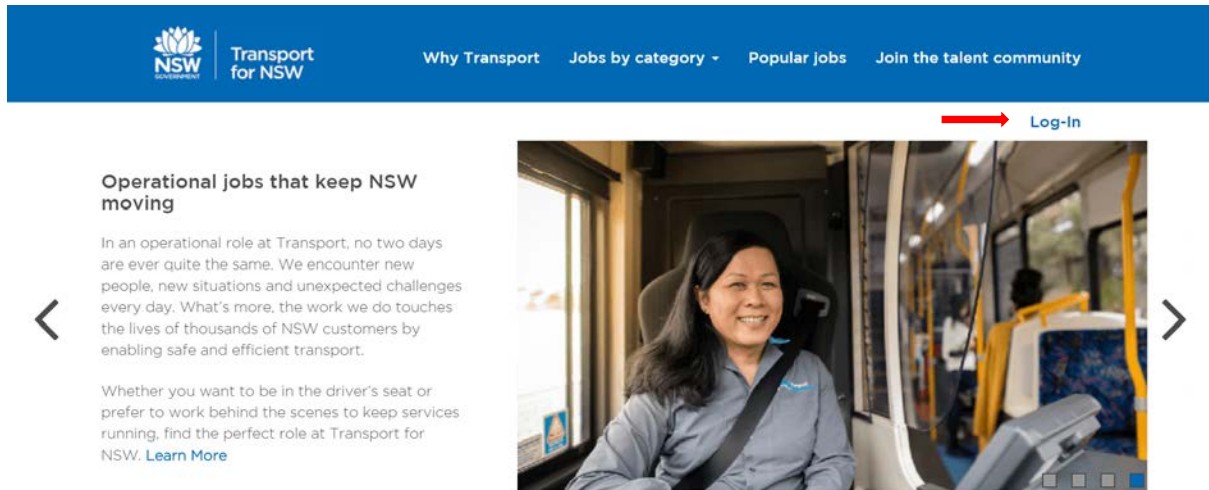


How to setup Job alerts on Transport Careers website

Step 1

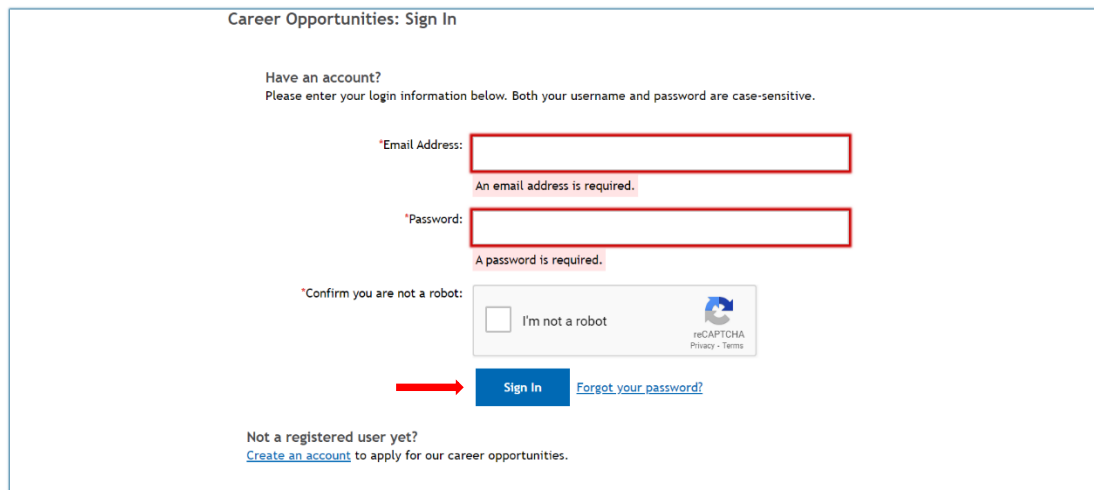
Open jobs.transport.nsw.gov.au in your web browser and **Log-In**.



The screenshot shows the top navigation bar of the Transport for NSW website. The logo is on the left, followed by the text 'Transport for NSW'. To the right are links for 'Why Transport', 'Jobs by category', 'Popular jobs', and 'Join the talent community'. A red arrow points to the 'Log-In' link in the top right corner. Below the navigation bar is a job listing card. The card has a title 'Operational jobs that keep NSW moving', a description, and a photo of a woman in a driver's seat. Navigation arrows are visible on the left and right sides of the card.

Step 2

If you already have an existing account, please use your email address and password. If you do not have an existing account, please create an account follow the steps to register.




The screenshot shows the 'Career Opportunities: Sign In' form. It includes a heading, a question 'Have an account?', and instructions. There are two input fields: 'Email Address' and 'Password', both with red error messages below them. A reCAPTCHA widget is present, with a red arrow pointing to the 'Sign In' button. At the bottom, there is a link for 'Not a registered user yet?' and a link to 'Create an account'.

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case-sensitive.

*Email Address:
An email address is required.

*Password:
A password is required.

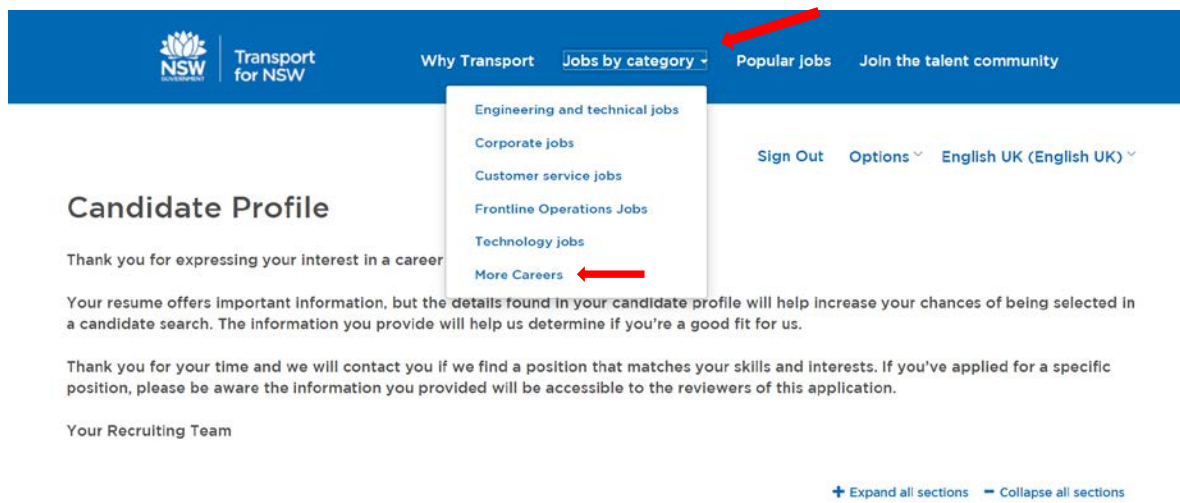
*Confirm you are not a robot:
 I'm not a robot 
reCAPTCHA
Privacy - Terms

[Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

Step 3

Once you are logged in, select the **Jobs by category** dropdown menu and select **More Careers**.

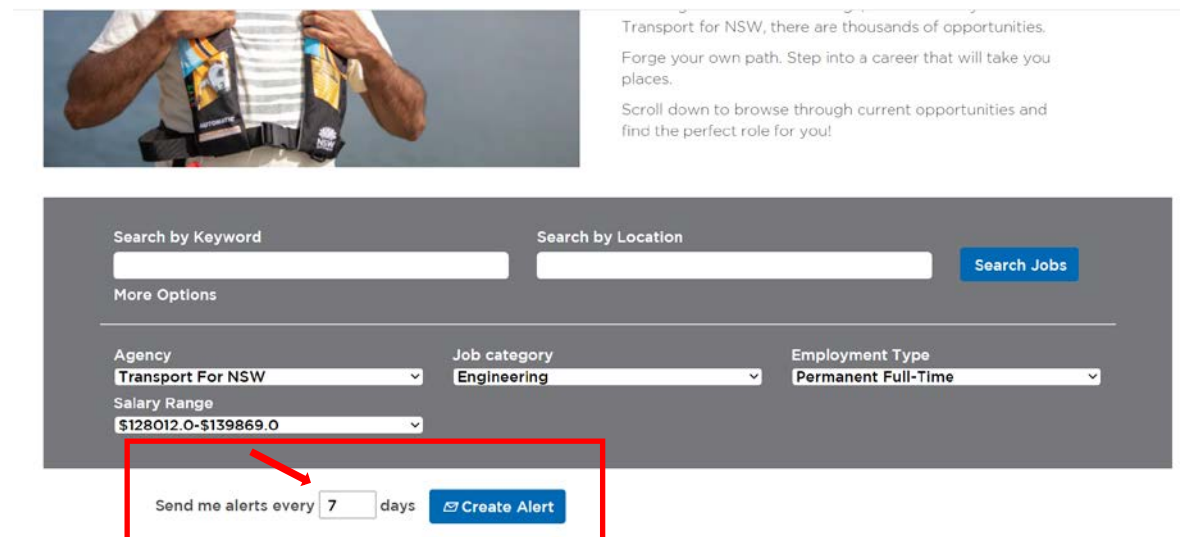


The screenshot shows the Transport for NSW website interface. At the top, there is a blue navigation bar with the NSW logo and 'Transport for NSW' text. To the right of the logo are links for 'Why Transport', 'Jobs by category', 'Popular jobs', and 'Join the talent community'. A red arrow points to the 'Jobs by category' dropdown menu, which is open and shows a list of categories: 'Engineering and technical jobs', 'Corporate jobs', 'Customer service jobs', 'Frontline Operations Jobs', 'Technology jobs', and 'More Careers'. A red arrow points to 'More Careers'. Below the navigation bar, the page title is 'Candidate Profile'. The main content area contains a message: 'Thank you for expressing your interest in a career... Your resume offers important information, but the details found in your candidate profile will help increase your chances of being selected in a candidate search. The information you provide will help us determine if you're a good fit for us. Thank you for your time and we will contact you if we find a position that matches your skills and interests. If you've applied for a specific position, please be aware the information you provided will be accessible to the reviewers of this application. Your Recruiting Team'. At the bottom right, there are links for '+ Expand all sections' and '- Collapse all sections'.

Step 4

Choose your desired filters based on **Agency, Job Category, Employment Type** and **Salary Range**. Once you have updated all the filters, select your preferred frequency of email alerts and select **Create Alert**.

Using this method will allow you to set up as many different job alerts as you like.



The screenshot shows the job alert creation form on the Transport for NSW website. It features a search bar with 'Search by Keyword' and 'Search by Location' fields, and a 'Search Jobs' button. Below the search bar, there are several filter options: 'Agency' (Transport For NSW), 'Job category' (Engineering), 'Employment Type' (Permanent Full-Time), and 'Salary Range' (\$128012.0-\$139869.0). A red box highlights the 'Send me alerts every 7 days' field and the 'Create Alert' button. A red arrow points to the '7' in the 'Send me alerts every 7 days' field.


A confirmation to the changes made will appear as per below. Select **View Profile** to confirm your job alert preferences.

Thank You.
You have successfully modified your account.

[Back to Job Listing](#)
[View Profile](#)

Step 5

From your **Candidate Profile** page, select **Options** and then **Job Alerts**.


Transport for NSW
Why Transport
Jobs by category ▾
Popular jobs
Join the talent community

[Sign Out](#)
[Options ▾](#)
[English UK \(English UK\) ▾](#)

My Profile

Job Alerts

Settings

Candidate Profile

Thank you for expressing your interest in a career Transport for NSW.


Your resume offers important information, but the details found in your candidate profile will help increase your chances of being selected in a candidate search. The information you provide will help us determine if you're a good fit for us.

Thank you for your time and we will contact you if we find a position that matches your skills and interests. If you've applied for a specific position, please be aware the information you provided will be accessible to the reviewers of this application.

Your Recruiting Team

Step 6

In the **Job Alerts** page, make sure that the **Receive new job posting notifications** tick box is selected. You should immediately see a message appear in green confirming your preference has been saved successfully. After this, you'll be ready to start receiving job alerts.


Transport for NSW
Why Transport
Jobs by category ▾
Popular jobs
Join the talent community

[Sign Out](#)
[Options ▾](#)
[English UK \(English UK\) ▾](#)

Job Alerts

Your preference has been saved successfully

Receive new job posting notifications

Job Alerts	Frequency	Actions
sydney	1	👁️ / 🗑️

[Create New Job Alert](#)

[View Profile](#)