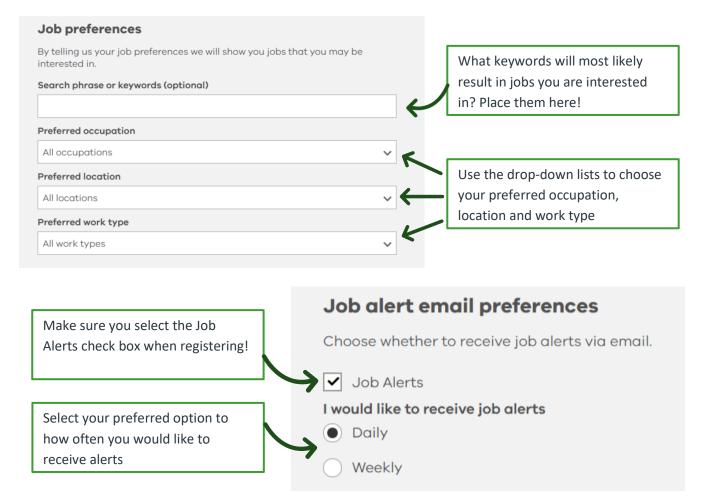# Setting up job e-mail alerts

To receive new job alerts via email notification, you will need a Victorian Government careers portal account. If you don't already have an account, you can register for one here.

When setting up your account, you will be prompted with the below:

Job preferences

By telling us your job preferences we will show you jobs that you may be interested in.

Search phrase or keywords (optional)

> What keywords will most likely result in jobs you are interested in? Place them here!

Preferred occupation

All occupations

Preferred location

All locations

> Use the drop-down lists to choose your preferred occupation, location and work type

Preferred work type

All work types

Job alert email preferences

Choose whether to receive job alerts via email.

> Make sure you select the Job Alerts check box when registering!

☑ Job Alerts

I would like to receive job alerts

> Select your preferred option to how often you would like to receive alerts

◉ Daily

◯ Weekly

Once you have completed the registry form, please click 'Register' and start your job search! You will start to receive job alerts to your nominated email based on your preferences selected.

Helpful hint: when searching for jobs on Careers.Vic, you can click the 'Add this search to my job alerts' which will add further searches and preferences resulting in a higher volume of alerts to the jobs you are interested in!

Search jobs

Job title, keywords, job ID

Ranger

Parks Victoria

Location

All locations

Search 🔍

＋ Add this search to My job alerts