

## How do I receive notifications of new job postings?

Once set up to receive email notifications, you will receive emails when a new job matching your profile is posted and available for applicants.

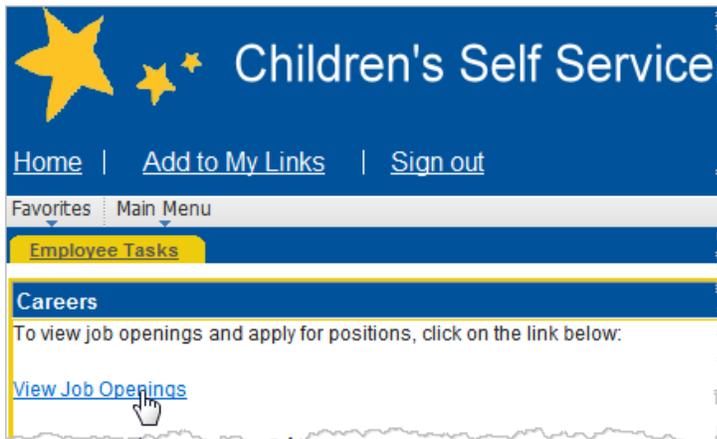
The information on your Children's job Profile:

- Will be used by the system to match you to new job postings and send you a notification.
- Will be the data that gets transferred to an application when you apply for a job opening. Make sure your profile is accurate and up-to-date for applications.

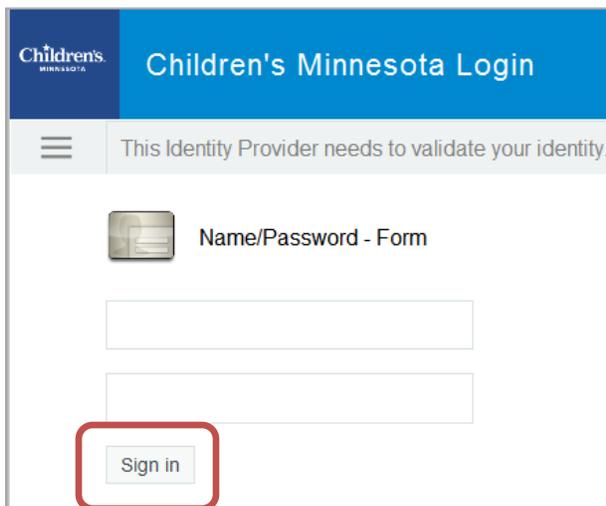
### Step 1. Log into Children's job postings

To view current job openings, log into Self Service and follow the same steps to use the keyword search or filters to view jobs that you are interested in.

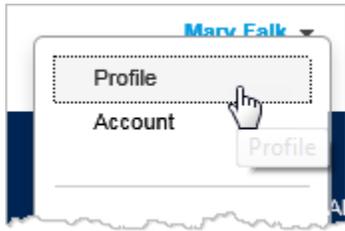
- 1 Log into Children's Self Service.
- 2 Click **View Job Openings** to go to the job postings.



- 3 Enter your Children's network user name and password. Click **Sign In**.

A screenshot of the 'Children's Minnesota Login' page. The header is blue with the 'Children's MINNESOTA' logo and the text 'Children's Minnesota Login'. Below the header is a message: 'This Identity Provider needs to validate your identity.' There is a section titled 'Name/Password - Form' with two input fields. At the bottom of the form, the 'Sign in' button is highlighted with a red rectangular box.

- 4 Click the dropdown arrow by your name and click to select **Profile**.



- 5 Continue to Step 2.

### Step 2. Set the eMail notification switch

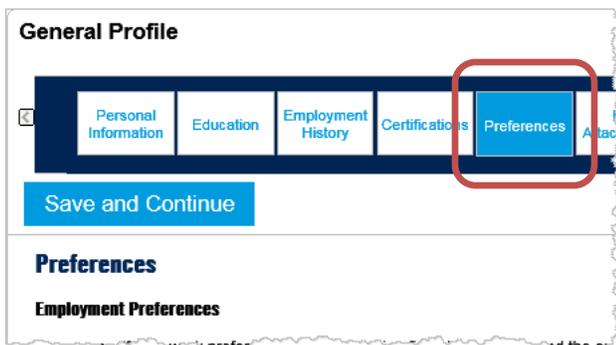
- 1 On the Personal Information tab, scroll down and check the checkbox to receive notifications.



- 2 Click **Save and Continue**.
- 3 Continue to Step 3.

### Step 3. Setting Preferences (Job Type and Location)

- 1 Click the Preferences tab in your General Profile.



- 2 Select a Job Function from the dropdown, then click Add to List. Add additional items to the Job Function list. When your list is complete, click Save and Continue.

**Preferences**

**Employment Preferences**

Please specify the work preferences such as the job field, the location, and the other preferences.

You must select at least one value in the section "Job Field".

**Job Field**

**Job Functions**

- Select one...
- Administrative
- Advanced Practice
- Business Professional
- Exec/Management/Supervisory
- Non-Clinical Support Services
- Nursing
- Other Patient Care Related
- Physician

**Business Professional**

Levels: Business Professional

[Remove](#)

[Save and Continue](#)

- 3 Select Minnesota from the dropdown. Then click Save and Continue.

**Preferences**

**Employment Preferences**

Please specify the work preferences such as the job field, the location, and the other preferences.

You must select at least one value in the section "Location".

**Location**

**State**

Select one...

Minnesota

[Add to List](#) [Reset](#)

**Location Preferences**

**Minnesota**

Levels: Minnesota

[Remove](#)

[Save and Continue](#)

- 4 To finish, under General Profile, click Save and Continue to save all Profile changes.

**General Profile**

Personal Information Education Employment History Certifications Preferences File Attachments Review and Submit

[Save and Continue](#)