

# HOW TO SET UP A JOB ALERT ON THE ESA RECRUITING SITE



## Setting up my job alert

- Connect to the [ESA recruiting site](#)
- Click on "sign in" at the top right-hand side of the page
- Create your account.

Once connected with your credentials, click on "Options" at the top right-hand side of the page and select "Job alerts".

Sign Out Options English UK (English UK)

My Candidate Profile  
Job Alerts  
Settings

essential part of the process. This will help you stand out amongst the large numbers of applicants.

Sign Out Options English UK (English UK)  
My Candidate Profile  
Job Alerts  
Settings

Background information and contact details is an essential part of the recruitment process, and help you to stand out amongst the large numbers of applicants. Save bottom.

Expand all sections Collapse all sections

- Profile Information
- Search Options and Privacy
- Jobs Applied
- Saved Applications
- Current and relevant previous jobs
- Education
- Languages
- Relatives
- Disabilities

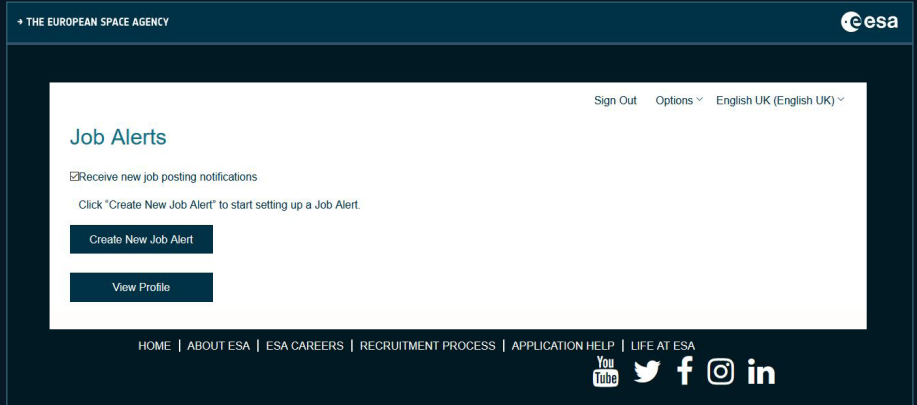
Save

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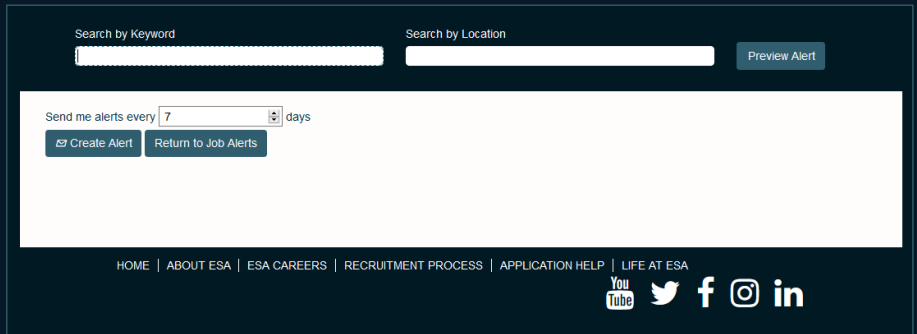
**STEP 1**

On the "Job alerts" page, select "Create New Job Alert".



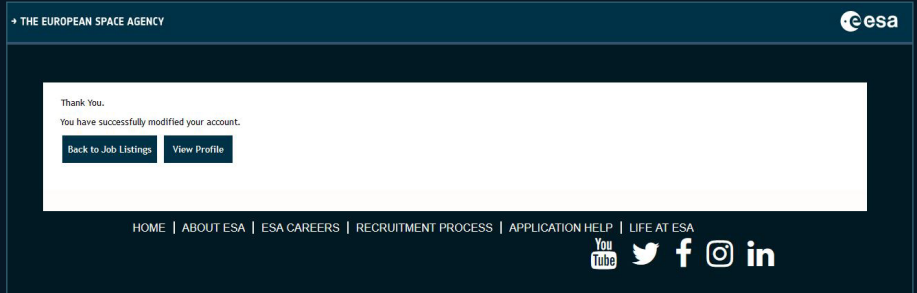
**STEP 2**

Type your keywords or location in the search bar and click on "Create Alert".



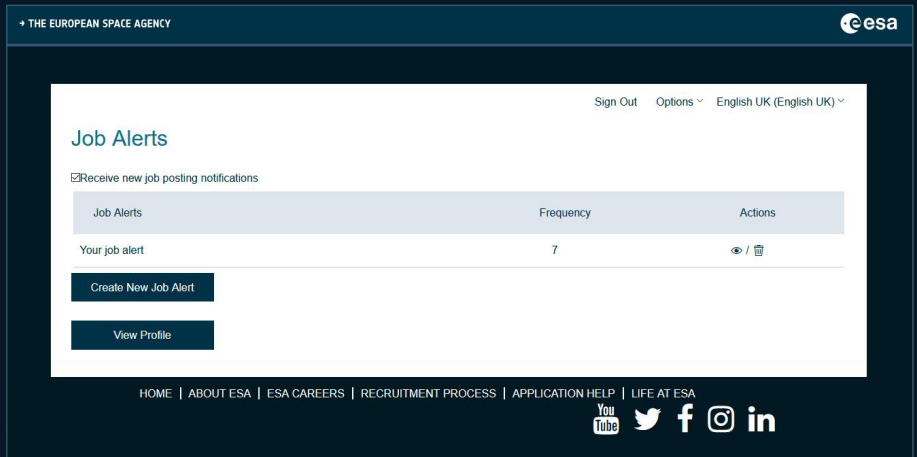
**STEP 3**

Your job alert has now been saved in your candidate profile.



**STEP 4**

And you can now manage it in "Job Alerts".



**MORE INFORMATION**

Need help with your application? Check out [our user guide!](#)

Learn more about ESA's [Recruitment process](#) and visit our [careers at ESA website](#).

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