Guide: Set up job alerts on Translink Careers webpage

Step 1 – Find our website

Please use your internet search engine to search – www.translink.co.uk/careerswithtranslink

You will then be navigated to our careers page, as shown below;



<u>Step 2</u>

Scroll down the homepage to the **"Search For a Vacancy"** tab and click on this. Please see image below;



Step 3 - Vacancy Search

You can now search for Translink job vacancies by completing a keyword search and selecting the "Search" tab;

	nk	lets go together translink.co.uk	
Applicant Options	Search Vacancies Welcome to Translink's online	S recruitment system.	
> New Search	The options displayed within th	The options displayed within the lists below reflect the vacancies currently available. To select multiple large within a list space ("TDL when selection the terms. To display all surrent vacancies, ensure that 'All' is	
> Login	highlighted in each pick-list bel	a say person na say tang ang ang ang ang ang ang ang ang ang	
> Terms of Use	Vacancy ID		
	Division	(All V)	
	Department	(All v)	
Enartar HIT Technology	Contract Type	All Full-time - Fixed Term Full-time Permanent *	
	Keyword Search	Sourch	

Step 4 - Application Options

Please select the login hyperlink on the left hand side of the **"Search Vacancies"** webpage to be navigated to the Login page.

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Translink		lets go together translink.co.uk			
Applicant Options	Login				
> New Search	If you are a new user, please click on the 'Register Now' button. Translink staff should log in to their Employee Portal to view and apply for vacancies.				
> Terms of Use	Please avoid using the 'back' button on your browser. Email Address *				
	Password * Login Forgotten Password?				
core hr tenerse vitil Technology	Register Now				

If you already have an account please complete your login details.

For new users please select the **"Register Now"** button and complete the "Register New User" details section as shown below;

← C ⋒ (D https://my.corehr.com/pls/tskrecru	it/erq_login_package.build_login_screen	P A Q 🕁 🖆 🗎	☜ 😩 …	
Translink		lets go together translink.co.uk		
Applicant Options	Register New User			
> New Search	This will set you up with a user account to the Translink recruitment website. Please Note: Translink staff should log in to their employee portal to view and apply to vacancies.			
> Login	Forename *			
> Terms of Use	Email Address			
	Confirm Email Address *			
	Password *			
	Confirm Password *			
Smarter HI Technology	By clicking on the checkbox you agree to the Terms & Conditions as Register	s outlined in the document " 🗌		

Step 5 - Account settings

Once a user account has been created, please navigate to **"My Account settings"** and select and **save** your preferences as shown;

Welcome Back		
Applicant Options	My Account Settings	
	Email Address	
> New Search	Old Empil Address	
> My Applications	New Email Address	
Mr Drefile	Confirm Email Address	
> My Profile	Change	
> My Account Settings	Email Notifications	
> Change Password	If you would like to be notined on new advertusements by email. Switch on email notifications & Notify me when vacancies are advertised Click ALL on the sub status list below or Ctri and click to select multiple items	
Terms of Lise	Switch on email notifications: *	
> Terms of Use	Notify me when vacancies are closing: 🛛 🛛 Hours 🌱 before closing date	
> Logout	Notify me when vacancies are advertised: 🗹	
	Send one notification daily with new adverts:	
	Notify me when I have unsubmitted I HOUIS v before closing date applications:	
corehr	Allow notifications on employee sub	
Smarter HR Technology	All Full Time	
	Full Time Term Time	
	Job Share	
	P/T Casual 👻	
	Save	

To verify that your preferences have been saved, the following webpage will appear;

	Translin	let's go together translirik.co.uk
	Applicant Options	Notification details updated Your notification details have be updated. Please click on any of the options on left to continue.
>	New Search	
>	My Applications	
>	My Profile	
>	My Account Settings	
>	Change Password	
>	Terms of Use	
>	Logout	
C	corebr artsr Hill Technology	

Please check your mailbox regularly for vacancy updates (including your junk/spam).

If you need any further assistance please email recruitment@translink.co.uk

We wish you good luck in your future application/s.