

How to create a Job Alert (to find job classes you are interested in applying to)

For Questions and assistance contact the Recruitment, Training and HRMS Security Services at: 360-725-5810 or recruit@dshs.wa.gov

1. Go to www.careers.wa.gov



2. Click on Get Job Alerts

3. Check the box next to the Category you are interested in being alerted to when an employment opportunity becomes available.

Select Category		Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance	<input checked="" type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	
<input type="checkbox"/> Allied Health	<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	
<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts, Design, Entertainment & Media	<input type="checkbox"/> Attorney	
<input type="checkbox"/> Automotive	<input type="checkbox"/> Career Exploration	<input type="checkbox"/> Child Support	
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications	<input type="checkbox"/> Community Development	
<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration	
<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Development/Fundraising	
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers	
<input checked="" type="checkbox"/> Economic Development	<input type="checkbox"/> Education	<input type="checkbox"/> Education, Training & Library	
<input type="checkbox"/> Elections	<input type="checkbox"/> Electronics	<input type="checkbox"/> Emergency Management	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Executive Management	
<input type="checkbox"/> Facility Management	<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Food Services	

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4. Complete the required fields in the Job Interest Card area (they are marked with an asterisk)

The screenshot shows a web form titled "Job Interest Card". At the top, it says "Fields marked with a '*' are required." The form contains several input fields: Last Name (Public), First Name (John), Address (123 Capital Blvd), City (Olympia), State (Washington), Zip Code (98504), and Country (US). There are also fields for Home Phone, Work Phone, and Email Address (johnqpublic@dshs.wa.gov). A "Submit Request" button is located at the bottom, with a red arrow pointing to it.

5. Click Submit Request. You will receive a confirmation email like the example below.



6. When there is an open DSHS recruitment in the job category you selected you will receive an email alert. The DSHS alert will contain the 5 digit recruitment reference number. You will need this reference number to search and apply for the transfer and regular recruitments.

Note: Sometimes job alert emails go to junk mail boxes due to spam filters on email service providers. Job Alert emails will always come from info@governmentjobs.com