

Instructions for Staff to Set up Job Alerts

Looking to learn about openings within Neighborcare? The below instructions will support you in creating a job alert.

Instructions:

- Go to UltiPro
- Click on “Menu”
- Select “Myself”
- Find “Opportunities”
- Enter desired job to search
- Click “Search”
- You will see a Green bar and it will state “Activate job alerts for this search”
- Click the Green bar to set up alerts
- Then select “Daily” or “Weekly” job alert emails frequency
- Click “Create”

An internal candidate may add multiple job searches and the Job Alerts will be sent to the staff email address.

The most up to date way to learn of Neighborcare job openings is to visit our job postings online.

Questions? Contact HRrecruiting@neighborcare.org