

## Job Alerts

Create a job alert to be notified by email when a new position, which meets your search criteria, is posted on Ameren.com.

Note: Some of our job positions are posted for only 3 days, so it is important to check your email messages frequently. If you do not check your email on a daily basis, you may want to have someone else sign up to receive job alerts for you.

### Create Job Alerts

1. From the [Careers](#) page, click **Log In or Sign Up**.
2. Click **Login**. Enter your UserID and Password.
3. Click **Login**.
4. Click **Advanced Search/Job Alert**.
5. Enter search criteria to identify the positions that match your interests.

Consider setting up a job alert without any entries in the Keywords field, and selecting **All Locations** and **All Job Families**. This type of job alert will forward an email to you when any position is posted on Ameren.com.

6. Click **Save Search/Job Alert**.
7. Enter a name for your search.
8. Click **Use this Search as Job Alert**.
9. Enter your email address.
10. Click **Save Search**.

### Modify Job Alerts

1. From the [Careers](#) page, click **Log In or Sign Up**.
2. Click **Login**. Enter your UserID and Password.
3. Click **Login**.
4. Click **Advanced Search/Job Alert**.
5. Edit your search criteria or click the delete option.