

WHAT ARE CANDIDATE ALERTS?

Alerts are emails that our system can automatically send you, containing the details of candidates that meet the criteria you set.

There are two types:

Candidates By Email (CBE):

This alert is sent as soon as a candidate registers, who meets your criteria. You will receive one candidate per email and a maximum of 10 emails every two hours

CV Broadcast:

This alert is sent to you once a day, first thing in the morning and contains details of all candidates that match the criteria you have set. There are two types of broadcast alert:

- Zip format (contains up to 100 candidates including their full CV in word format)
- Excel format (contains up to 500 candidate details in a spreadsheet showing their key information and providing a link for you to download their CV).

BENEFITS

- New CVs sent to your inbox in real time
- CVs matched to your search criteria
- Easy to set up and easy to use
- Time-saving and hassle free
- Saved searches you can re-use in future sessions
- Reach the best candidates before your competitors

SETTING UP A CANDIDATE ALERT

Candidate alerts are quick and easy to set up, saving you from having to spend time searching through our CV database for your ideal candidate – this way they come straight to you. Simply:



Insert your required search on the CV database

- Once all fields are completed click on save search
- Insert the name of the search to save
- Check the receive alerts box
- Highlight the alert option you want
- Insert your email address(es) in the box provided
- Save your selection

CONTACT US

For more details on prices and packages, please email us at sales@cwjobs.co.uk or call us on **0207 572 4090**.