**MY NOTIFICATIONS**

Notifications appear when you are scheduled for an interview, have had references requested, or have an offer extended to you.

Notifications appear on the Job Search page when you log in, and you may access them by clicking on the Notification (arrow at right) or by clicking on “My Notifications” on the top navigation:

You can click on the Subject to read the notification:

An interview action does not prompt you to take any action, but some notifications may.

If you receive an online job offer, for example, you will be able to accept or reject the offer through the system. We will walk through that later on in this guide.