Add your details to Job Opportunities

1. **Start a Job Search**


2. **Sign into your Recruitment Online account**

You will be prompted to sign into your Recruitment Online account. If you have not already created an account, click the “Register Now” link and follow the prompts to set up your account.
3. **Recruitment Online application process**

After you have signed into Recruitment Online, the Job Opportunities profile screen will appear. The bar at the top of the screen shows your progress.

6.1 **Step 1 of 8 - Terms and Conditions**

Tick the box in the yellow terms and conditions bar to progress to step 2. Click “Next” to move to step 2.

6.2 **Step 2 of 8 – Preferences**

You can customise your Job Opportunities profile to reflect the type of jobs you are interested in. Click “Next” to move to step 3.
6.3 Step 3 of 8 – Education

You can add information about your education history to your Job Opportunities profile. Click each of the yellow buttons in this section to add information. Note that you can progress to step 4 **without** entering information in this step.

Click “Next” to move to step 4.

6.4 Step 4 of 8 – Languages

If you are proficient in a language other than English, you can enter this information in step 4. Note that you can progress to step 5 **without** entering information in this step.

Click “Next” to move to step 5.
6.5 Step 5 of 8 – Employment History

You can add information about your employment history to your online application. Click each of the yellow buttons in this section to add information. Note that you can progress to step 6 without entering information in this step.

Click “Next” to move to step 6.

6.6 Step 6 of 8 – Subjects/Duties

You can enter information about the Subjects/Duties you are able to teach or perform. Note that you can progress to step 6 without entering information in this step.

Click “Next” to move to step 7.
6.8 Step 7 of 8 – Attachments

You can choose to add 1 attachment of up to 300 kilobytes to support your application. Click the yellow “Add Attachment” button to upload a document.

Click “Next” to move to step 8.

6.9 Step 8 of 8 – Review/Submit

At step 8, you can preview the information that you have added to your profile. To change any of the details you have entered, click the “Edit” icon next to each section. To submit your application, click the yellow “Submit Application” button.
6.10 Application submitted confirmation

After you have completed and successfully submitted your details to Job Opportunities, a confirmation message will appear on screen. If you don’t see this message, you can confirm the status of your profile in “My Activities”.

To view My Activities, click the “Return to Job Search” link to return to the Careers Home screen.

4. My Activities view

In the Careers Home screen, click the “My Activities” link at the top of the page.

A list of the vacancies that you have commenced an application for will appear. You can confirm the status of your online application by viewing the “Status” column. Applications that have been successfully submitted online will show with a status of “Submitted”.

Your application to Job Opportunities will appear as “Job Opportunity”.

[Application Confirmation Image]

[My Activities Image]
5. **Withdraw from Job Opportunities**

In **My Activities**, click the withdraw button next to the Application you wish to withdraw.

A pop up message will appear asking you to confirm the Withdrawal.

When the Application has been withdrawn, the Application will not be editable and will be greyed out.

For further information contact:

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