

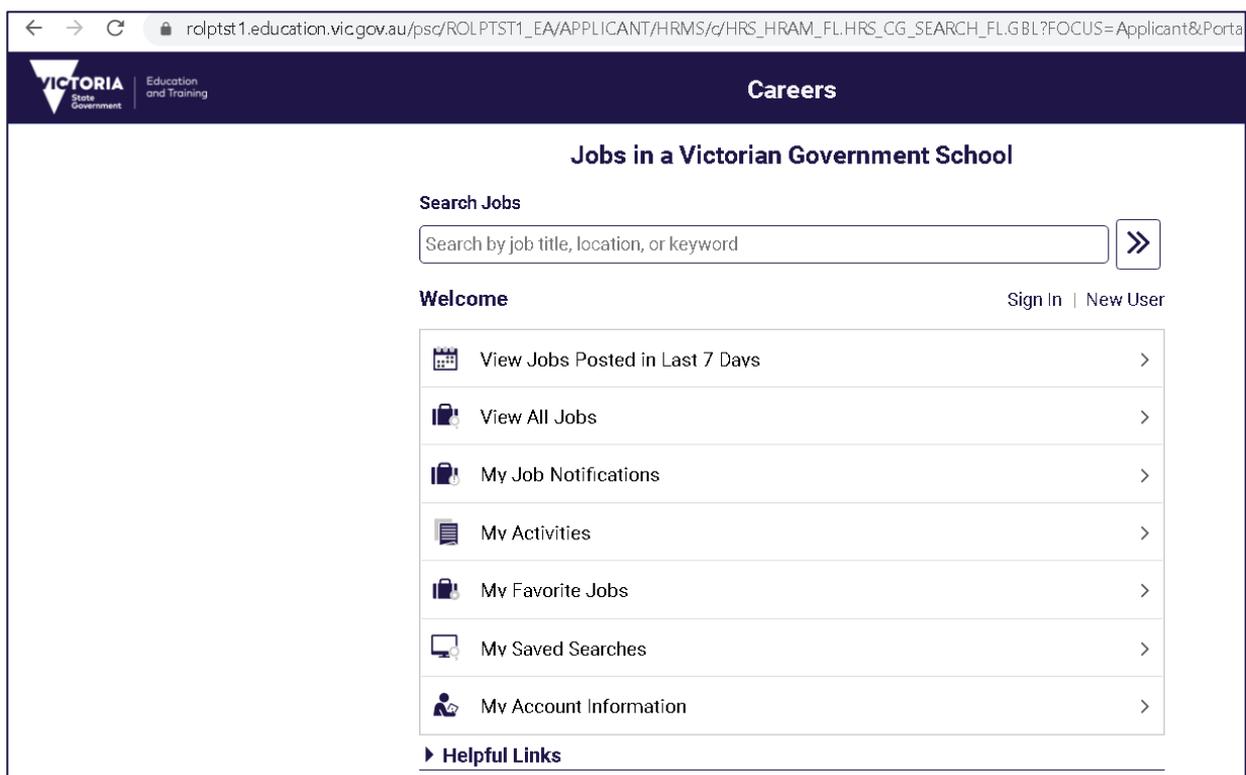
ROL Applicant portal – Apply for job

Recruitment Online is the Department’s online job advertisement and recruitment management system for Victorian Government school jobs. Recruitment Online allows you to:

- Search for and apply for current vacancies
- Be notified of relevant new vacancies by setting up a job alert via ‘My Saved Searches’
- Apply for a job
- Choose to be included in the Job Opportunities section for Schools to search for potential applicants

NAVIGATION

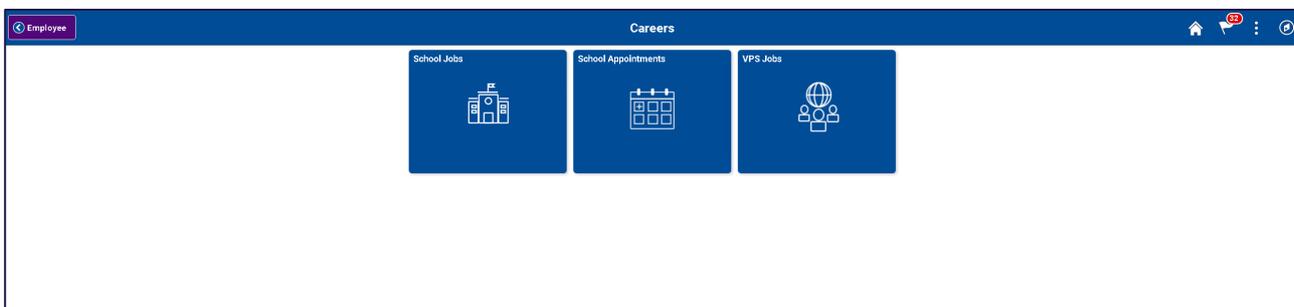
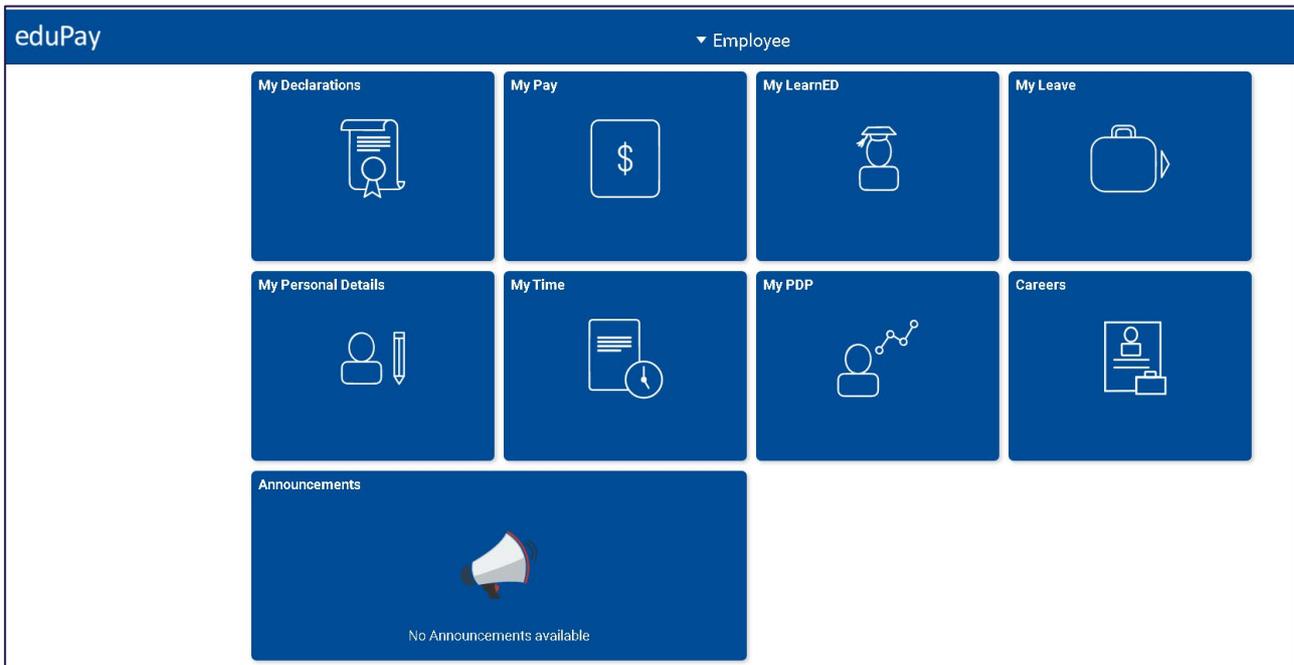
All Applicants can enter through to DET’s Recruitment Online portal (Jobs in Victorian Government Schools) via Applicant link on HRWeb at: <http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx>



From this Careers page, Applicants wanting to search for jobs, can either:

- Click on ‘View Jobs Posted in Last 7 Days’
- Click on ‘View All Jobs’
- Entering either job title, location or keyword into the search section

Note: Internal Applicants that have a DET log in ID, can also enter through eduPay. Once logged on to eduPay, Internal Applicants can navigate via Careers > Schools; in order to go to ROL through seamless sign on.



Clicking the different tiles would take the internal applicant to the respective sites. Clicking on 'Schools' will direct Applicant to the Careers home page.

SEARCH JOBS

1. Applicants will see a list of advertised jobs based on the search criteria.

The screenshot shows the 'Search Jobs' interface. On the left, there are filters for Job Family (Teacher, Education Support Class, Principal, Assistant Principal, Leading Teacher, Executive Class), Role Type (Primary Teacher, Principal, Learning Specialist, Assistant Principal, Secondary Teacher, After School Care Assistant, Business Manager, After School Care Co-ordinator, Teacher Leadership, Executive Class), and Subject/Duty (Educational Leadership, English, Accounting, Agriculture & Horticulture, Art, Electronics, Mathematics, Asian Studies, Info Tech - Software Development). The main area displays a search bar and a list of 75 jobs found. The first few jobs listed are Classroom Teacher (Job ID 1194250), Coordinator (Job ID 1194251), Access to Excellence (Job ID 1194246), Classroom Teacher (Job ID 1194249), and Classroom Teacher (Job ID 1194247).

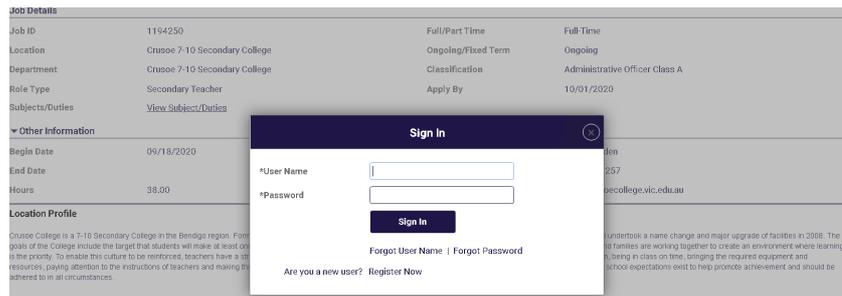
2. Clicking on the job opening title will take you to the Job description page. You could progress to 'Previous job' or 'Next job' using the respective buttons.

The screenshot shows the 'Job Description' page for a Classroom Teacher position. At the top, there are buttons for 'Previous Job', 'Next Job', and 'Apply for Job'. Below these are 'Add to Favorite Jobs' and 'Share' options. The 'Job Details' section includes: Job ID 1194250, Location Crusoe 7-10 Secondary College, Department Crusoe 7-10 Secondary College, Role Type Secondary Teacher, and Subjects/Duties View Subjects/Duties. The 'Other Information' section includes: Begin Date 09/18/2020, End Date, Hours 38.00, Contact Name Brad Maddin, Phone 0477 705 257, and School Website www.crusoeecollege.vic.edu.au. The 'Location Profile' section provides a brief overview of Crusoe College. The 'Selection Criteria' section lists five criteria (SC1-SC5) related to teaching experience and skills. The 'Role' section describes the classroom teacher classification and its focus on planning, preparation, and teaching of programs.

3. Click on 'Apply for Job'

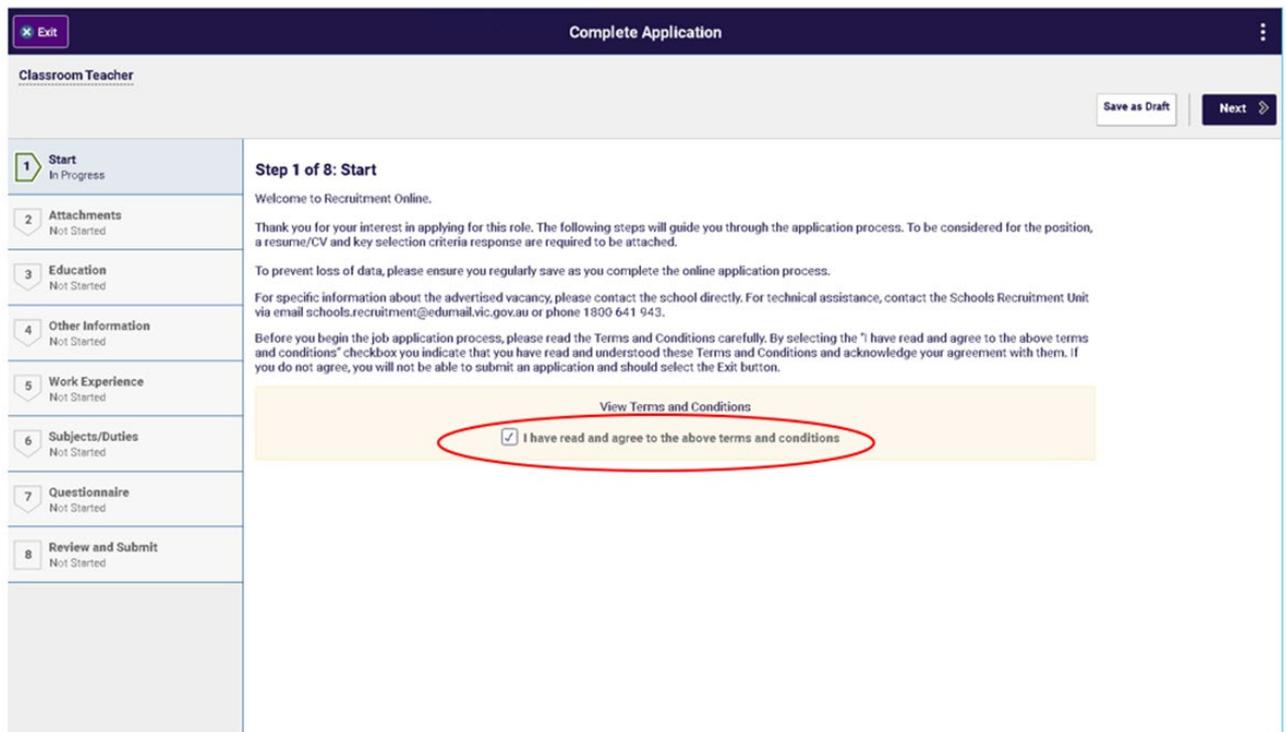
APPLY FOR JOB

- Once you've clicked on the 'Apply for Job' button on the job description page, you will be prompted to sign into your Recruitment Online account (if you haven't already signed in). If you have not already created an account, click the "Register Now" link and follow the prompts to set up your account.



STEP 1: START

- Once you're logged in, you will see the 8 steps to complete the application process. The left bar will help you show your progress through the online application process.
- Click the View Terms and Conditions to progress to step 2.



STEP 2: ATTACHMENT

1. In step 2, you would include any attachments including:

- Key Selection criteria
- Resume/CV; or
- Cover letter

You could progress ahead without attaching these documents. However, at time of application submission, the system will check to see if you have attached the documents and will not allow to submit without these attachments.

Complete Application

Classroom Teacher

Save as Draft | < Previous | Next >

Step 2 of 8: Attachments

Selection Criteria Response

You have not provided a selection criteria response.

Attach Selection Criteria Response

Cover Letter and Resume/CV

You have not provided a cover letter and resume/CV.

Attach Cover Letter and Resume/CV

File Attachment

Choose From

Upload | Clear

Teaching_Test_Resume.docx
File Size: 12KB

Complete Application

Classroom Teacher

Save as Draft | < Previous | Next >

Step 2 of 8: Attachments

Selection Criteria Response

*Selection Criteria Response Title Teaching_Test_Resume

Attached File Teaching_Test_Resume.docx
Remove/Change Selection Criteria Response

Cover Letter and Resume/CV

*Cover Letter and Resume/CV Title Teaching_Test_Cover_L

Attached File Teaching_Test_Cover_Letter.docx
Remove/Change Cover Letter and Resume/CV

STEP 3: EDUCATION

1. In step 3, you would include details relating to your Education
2. You can add information about your education history to your online application. Select from the dropdown and free text. *Note: If you cannot find the appropriate selection from the dropdown, you could choose 'Other' and enter in your information in the 'Other Degree Type/Name'.*

3. Click "Next" to move to step 4. Note: you can progress to step 4 without entering information in this step.

STEP 4: OTHER INFORMATION

1. In step 4, you would enter information including:

- License/certification
- Language
- Teaching method (for teaching position only)

Classroom Teacher

Complete Application

Save as Draft | < Previous | Next >

Step 4 of 8: Other Information

Licenses and Certifications
You have not added any licenses and certifications.
Add Licenses and Certifications

Language Skills
You have not added any language skills.
Add Language Skills

Teaching Methods
You have not added any teaching methods.
Add Teaching Methods

Adding a License and Certifications

Add Licenses and Certifications

*Issue Date: 09/21/2020

*License: [Search]

Country: Australia

State: [Search]

Renewal Required: []

Renewal In Progress: No

License Verified: No

Expiration Date: [Calendar]

Other License Details: [Text Area]

License/Certification Number: [Text Field]

Issued By: [Text Field]

Adding Language Skill/s

The screenshot shows a modal window titled "Add Language Skills" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- *Evaluation Date: 09/21/2020
- *Language: [Searchable text input]
- Reading Proficiency: [Dropdown menu]
- Speaking Proficiency: [Dropdown menu]
- Writing Proficiency: [Dropdown menu]
- Native Language: No
- Able To Translate: No
- Able To Teach: No

Adding Teaching Methods

The screenshot shows a modal window titled "Add Teaching Methods" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields:

- *Effective Date: 09/21/2020
- *Teaching Method: [Searchable text input]
- Languages: [Searchable text input]
- Level: [Searchable text input]

2. Click '+' to add more information in the different sections. If you are proficient in a language other than English, you can enter this information. Note that you can progress to step 5 without entering information in this.

The screenshot shows the "Complete Application" page for a "Classroom Teacher" role. The page has a progress bar on the left with 8 steps:

- 1 Start Complete
- 2 Attachments Complete
- 3 Education Complete
- 4 Other Information In Progress
- 5 Work Experience Not Started
- 6 Subjects/Duties Not Started
- 7 Questionnaire Not Started
- 8 Review and Submit Not Started

The main content area is titled "Step 4 of 8: Other information" and contains three sections:

- Licenses and Certifications:** "You have not added any licenses and certifications." Below this is a button labeled "Add Licenses and Certifications" which is circled in red.
- Language Skills:** "You have not added any language skills." Below this is a button labeled "Add Language Skills" which is circled in red.
- Teaching Methods:** "You have not added any teaching methods." Below this is a button labeled "Add Teaching Methods" which is circled in red.

At the top right of the page, there are buttons for "Save as Draft", "< Previous", and "Next >".

STEP 5: WORK EXPERIENCE

1. You can add information about your employment history to your online application.

The screenshot shows the 'Complete Application' window for a 'Classroom Teacher'. The progress bar on the left indicates that Step 5, 'Work Experience', is currently 'In Progress'. The main content area is titled 'Step 5 of 8: Work Experience' and contains two sections: 'Work Experience' and 'References'. Both sections have a message stating 'You have not added any work experience.' and 'You have not added any references.' respectively. Two buttons, 'Add Work Experience' and 'Add Reference', are circled in red in the original image.

Add Work Experience

The 'Add Work Experience' dialog box includes the following fields:

- *Start Date (calendar icon)
- End Date (calendar icon)
- *Employer
- *Ending Job Title
- Supervisor
- Supervisor Email
- Supervisor Phone
- OK to contact? (Yes/No toggle)
- Description (text area)
- Country (dropdown menu, currently set to Australia)
- Address 1

Add Reference

The 'Add Reference' dialog box includes the following fields:

- *Reference Type (dropdown menu, currently set to Professional)
- *Reference Name
- *Title
- Employer
- Phone
- Email Address
- Address:
 - Country (dropdown menu, currently set to Australia)
 - Address 1
 - Address 2
 - City / Postcode (with search icon)

2. Click '+' to add more information in the different sections. Click "Next" to move to step 6.

Note: that you can progress to step 6 without entering information in this step.

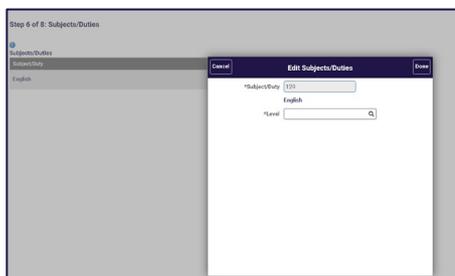
The screenshot shows the 'Complete Application' interface for a Classroom Teacher position. The left sidebar contains a progress indicator with 8 steps: 1. Start (Complete), 2. Attachments (Complete), 3. Education (Complete), 4. Other Information (Complete), 5. Work Experience (In Progress), 6. Subjects/Duties (Not Started), 7. Questionnaire (Not Started), and 8. Review and Submit (Not Started). The main content area is titled 'Step 5 of 8: Work Experience' and contains two sections: 'Work Experience' and 'References'. The 'Work Experience' section has a '+' icon and a table with columns: Employer, Job Title, Start Date, and End Date. One entry is visible: Primary School ABC, Classroom Teacher, 10/04/2018. The 'References' section has a '+' icon and a table with columns: Reference, Title, and Employer. One entry is visible: Neve Test, Principal, Primary School ABC. At the top right of the main content area, there are buttons for 'Save as Draft', '< Previous', and 'Next >'. The top of the interface has an 'Exit' button and the title 'Complete Application'.

STEP 6: QUESTIONNAIRE SUBJECTS/DUTIES

1. Recruiters may include Subject/Duties in the job advertisement and this section will only come up if has been.

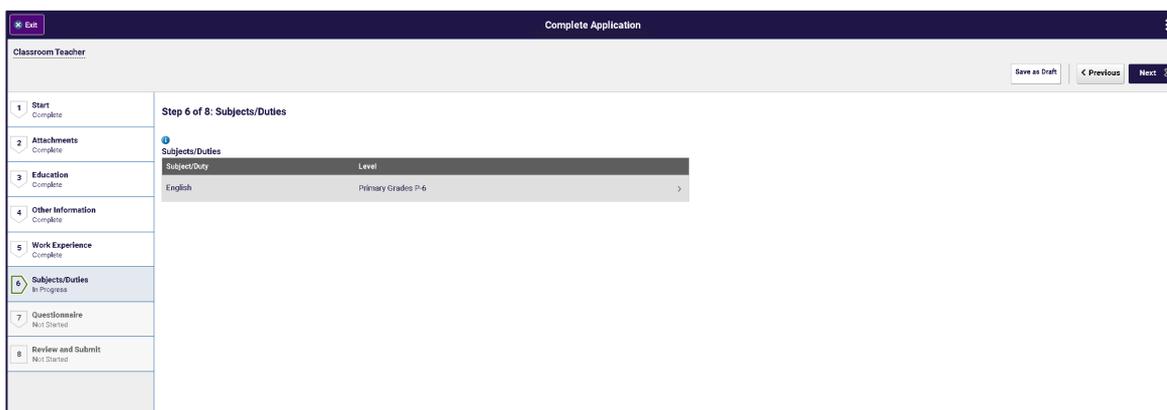
The screenshot shows the 'Complete Application' interface for a Classroom Teacher position, now at Step 6 of 8: Subjects/Duties. The left sidebar shows the progress indicator where Step 6 is now 'In Progress'. The main content area is titled 'Step 6 of 8: Subjects/Duties' and contains a section for 'Subjects/Duties' with a '+' icon and a table with columns: Subject/Duty and Level. One entry is visible: English. A red circle highlights the right side of the table, indicating a '+' icon for adding more entries. At the top right of the main content area, there are buttons for 'Save as Draft', '< Previous', and 'Next >'. The top of the interface has an 'Exit' button and the title 'Complete Application'.

- If there is a Subject/Duties listed in this section, you must enter your proficiency to teach this Subject/Duties



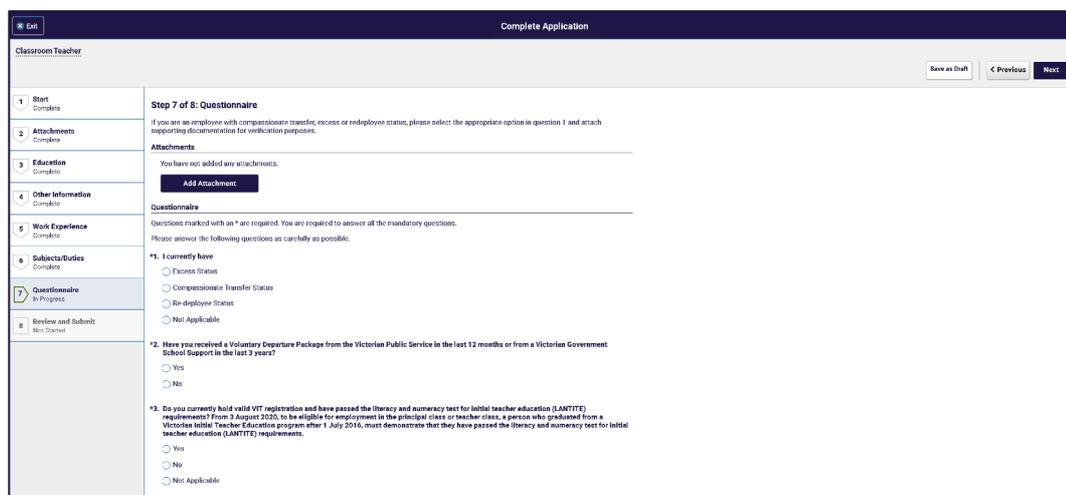
- Click "Next" to move to step 7.

Note: that you can't progress to step 7 without entering required information (if applicable) in this step.

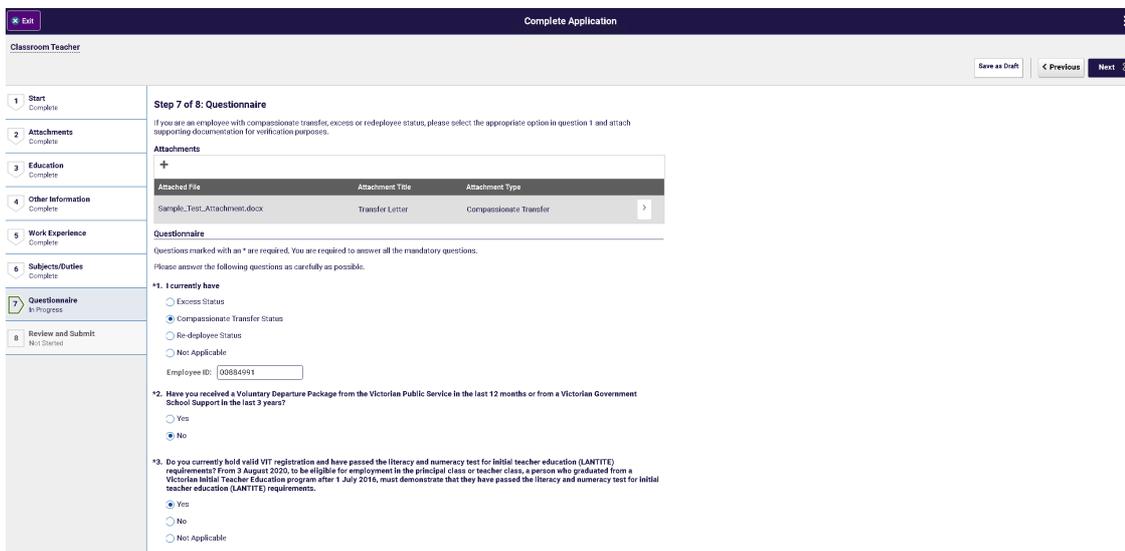
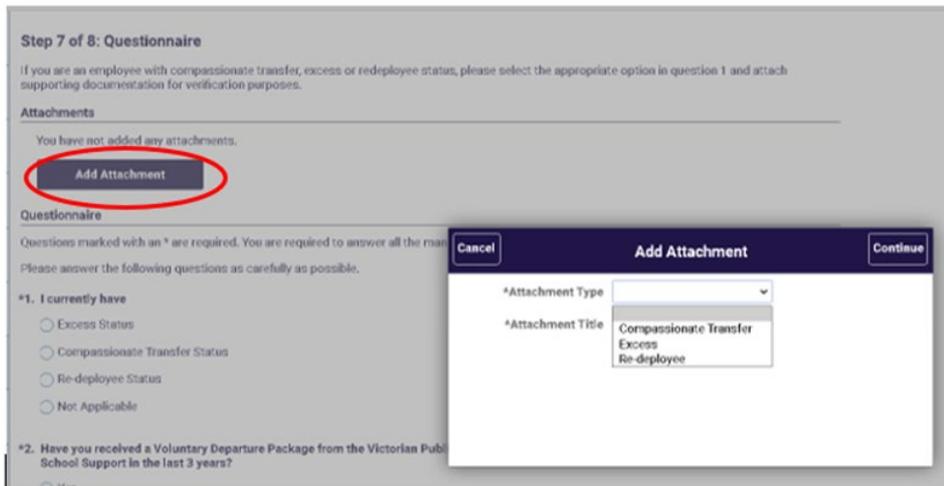


STEP 7: QUESTIONNAIRE

- This section asks applicants whether you have any of the relevant circumstances.



- If you are an existing employee at a Victorian Government School, and have Excess, Compassionate Transfer or Redeployment status, you can identify at this stage. If you are, the system will auto populate your Employee ID for you to confirm. If you have been identified as a Compassionate Transfer, you will need to attach the Compassionate letter to as supporting evidence.



- Note that you can progress to the last step without answering the questions at this step.

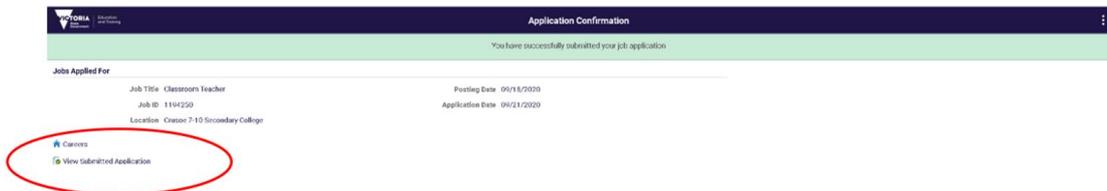
STEP 8: REVIEW AND SUBMIT

1. In this last step, you can preview all the information that you have added to your online application. You can expand the relevant sections and click 'Modify' to make any changes.

2. To submit your application, click the "Submit" button

APPLICATION SUBMITTED CONFIRMATION

1. After you have completed and successfully submitted your online application, a confirmation message will appear on screen.



2. From this page, you could either navigate to 'View submitted application' or return to the 'Careers' page

WITHDRAWING AN APPLICATION

1. When you are in 'My Activities' 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".
2. To withdraw an application, click on the 'Withdraw' button

