

1. Access your Profile

Education and Training

Recruitment Online (ROL) is the government schools' recruitment job board.

Open the Recruitment Online portal (Jobs in a Victorian Government Schools) via the ROL link on HRWeb at: http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx

Click **Add your resume to ROL Job Opportunities** to login and create a profile to register your interest in COVID-19 Principal Support positions/s.

	Careers	
	Jobs in a Victorian Government School	
	Search Jobs	
	Search by job title, location, or keyword	>
	Welcome Robert	
	View Jobs Posted in Last 7 Days	>
	View All Jobs	>
	My Job Notifications	>
	My Activities	1 >
	My Favorite Jobs	>
	Wy Saved Searches	>
	🇞 My Contact Information	>
	Add your resume to ROL Job Opportunities	>
Expands the Helpful Links	→ Helpful Links	
	HR Services	
	Provisional Appointments	
	Tutors in 2021 Information	

Where you have previously submitted or saved a Profile an error message will display. Access your saved/submitted profile under the **My Activities menu** on the home screen.



2. Sign into your Recruitment Online account

Education and Training

You will be prompted to sign into your Recruitment Online account. Enter your username and password.

If you have forgotten your username and/or password, use the links under the Sign In button to obtain your username or reset your password and follow the prompts.

If you have not previously created an account, click the "**Register Now**" link and follow the prompts to set up your account. Refer to the New User help document for additional help.

Add your resume to ROL Job Opportunities 0		
59 jobs found.		$\uparrow\downarrow$
Early Childhood Special Needs		
Job ID Location	Sign In	>
Posted Date Apply By	*User Name	
Early Childhood Special Needs Job ID	Sign In	
Location Department Posted Date	Forgot User Name Forgot Password Are you a new user Register Now	>
Apply By		

3. Recruitment Online application process

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

3.1 Step 1 of 8 - Terms and Conditions

Tick the box in the terms and conditions bar to progress to step 2. Click **Next** to move to step 2. This is the only step that you must complete before you can progress through the system.

× Exit	Complete Application	:
Job Opportunities		Save as Draft Next 📎
Start In Progress Attachments Not Started Breferences Not Started Education Not Started S Other Information Not Started Not Started S Other Information Not Started 7 Subjects/Duties Not Started 8 Neview and Submit Not Started	Step 1 of 8: Start Thank you for your interest and for submitting your resume and details to Job Opportunities. This will allow you to express interest for Teaching Education Support and Totor roles. Recruiting Schools can search this pool for potential candidates and your profile will be saved for a maximum period of 6 months from the date you have saved your resume. You will receive an email notification at the expiry date and can resubmit you resume in the Job Opportunities. The following steps will guide you through the submission process, including job preferences and work experience. Carefully complete all information before submitting. If you require assistance, contact the Schools Recruitment Unit via email achools recruitment@edumail.vic.gov au or 1800 641 943. Before you begin the job application process, please read the Terms and Conditions carefully. By providing your contact details, you are consenting to be contacted by the Department of Education and Training about employment opportunities, training, research and other teaching opportunities. By aelocing the Thave read and agrees to the above terms and conditions View Terms and Conditions View Terms and Conditions View Terms and Conditions	

3.2 Step 2 of 8 – Attachments

You can choose to add 1 attachment to support your application. Click the "Add Attachment" button to upload a document. Your attachment should be less than 5MB in size.

VIC	State Government	Č.	
× Exit		Complete Application	
Job Opportunities			Save as Draft K Previous Next 📎
1 Start Complete	Step 2 of 8: Attachments		
2 Attachments In Progress	Cover Letter and Resume/CV You have net-provided a cover letter and resume/CV.		-
3 Preferences Not Started	Attach Cover Letter and Resume/CV		
4 Education Not Started			
5 Other Information Not Started	_		
6 Work Experience Not Started			
7 Subjects/Duties Not Started			
8 Review and Submit Not Started			

File Attachment	Done
Choose From	
Cathle Resume.docx File Size: 13KB	
	Upload Complete

Once your upload is complete click the **Done** button.

× Exit	Complete Application	:
Job Opportunities		Save as Draft Vervious Next 📎
1 Start Complete 2 Attachments In Progress 3 Preferences Not Started 4 Education Not Started 5 Other Information Not Started 6 Work Experience Not Started 7 Subjects/Duties Not Started 8 Review and Submit Mot Started	Step 2 of 8: Attachments Cover Letter and Resume/CV Cover Letter and Resume/CV Title Cathie_Resume.docx Attached File Cathie_Resume.docx Remove/Change Cover Letter and Resume/CV	

Click Next to move to step 3.



Choose options that are relevant to you.

× Exit	Complete Application			:
Job Opportunities				
		Save as Draft	< Previous	Next ≫
1 Start Complete	Step 3 of 8: Preferences			Î
 Attachments 	Job Preferences			
Complete	1. I can start my new job on or after			
3 Preferences	28/01/2022			
In Progress	2. I am looking for the following kind of job			
4 Education	O Ongoing			
Wot started	C Fixed Term			
5 Other Information Not Started	Casual			
	• Any			
6 Work Experience Not Started	3. I want to work the following kind of employment			
Subjects/Duties				
Not Started	Either			
8 Review and Submit	4. I am available to work the following days of the week			
Not Started	✓ Monday			
	✓ Tuesday			
	Vednesday			
	✓ Thursday			
	✓ Friday			
	Saturday			
	Sunday			_

Scrolling down will allow you to also enter the number of hours per week you are able to work, Add Location Preferences and Role Types. The Role Type is important for the COVID- 19 Principal Support opportunity – **do not skip this step.**

Enter the hours you can work per week.

5. I want to work this number of hours (per week)	
38	
6. Location Preferences chosen	
Location Preferences	
You have not added any Location Preference information to your application.	
Add Location Preferences Comments about where I prefer to work	
Role Types	
You have not added any role types. Note: For Tutor roles, ensure R0001 - Tutor is selected.	
Add Role Types	



You can select a Location Preference by Region, Locality or School when you click the Add Location Preference button.

Cancel]	Add Location Preferences
🗢 Search Criteria	3	
*Search Locations	By: Region ~	
*Location:	Locality Region	
Search	School	
Select All Desele	ct All	
X, Q		
Select	Region List of All	Locations Within
	Central Office List All Le	ocations Within
	North-Eastern Victoria Region List All Le	ocations Within
	North-Western Victoria Region List All Le	ocations Within
	South-Eastern Victoria Region List All Le	ocations Within
	South-Western Victoria Region List All Le	ocations Within

Click Add Role Types.

Click the Role Type ID lookup, select **R00605 - COVID-19 Principal Support** from the resulting list. The date does not need to be changed.

Cancel		Add Role	e Types	Done
	*Effective Date	18/01/2022		
	*Role Type ID		٩	

VICTORIA State Government Education and Training	
Cancel	Lookup
Search for: Role Type ID Search Criteria Search Results	
· · · · · · · · · · · · · · · · · · ·	37 rows
Content Item ID	Description
R0001	Tutor
R0002	Casual Relief Teacher
R001	After School Care Assistant
R002	After School Care Co-ordinator
R003	Assistant Principal
R004	Bus Driver
R005	Business Manager
R006	Business Manager Relief
R00605	COVID-19 Principal Support
R0061	Executive Class
R007	Finance Manager
R008	Gardener
R009	General Admin

Click the Done button once you have selected Role Type COVID-19 Principal Support.

The Preferences page returns displaying the COVID-19 Principal Support role that you have added.

Role Type ID	
COVID-19 Principal Support	>

Click Next to move to step 4.

3.4 Step 4 of 8 – Education

You can add information about your education history to your profile. Click the buttons in this section to add information. Once you have finished click **Done**. Note that you can progress to step 5 **without** entering information in this step.

State Government Education and Training	
Complete Application	:
	Save as Draft
Step 4 of 8: Education	
Education History Highest Education Level Not Indicated	-
Post-Secondary Education	_
You have not added any post-secondary education. Add Pest-Secondary Education	

Cancel	d Post-Secondary Educat	ion Done
*Completion Date	09/01/2004	
*Degree Type	BQ	· ·
*Degree Name	0261 Q	
	Education	
Country	Australia	٩
State	Victoria	٩
Educational Institution	3036	٩
Name of Institution	University of Melbourne	
Major Code		٩
Major Description		
Graduated		
Other Degree Type / Name		

Click Next to move to step 5.

3.5 Step 5 of 8 – Other Information

Add any relevant Licenses & Certifications and Language Skills that you may have.

You may progress to step 6 without completing this section, however entry of this information may assist in the selection process.

It is recommended you record your Victorian Institute of Teaching (VIT) or Working With Children Check (WWC Check) card details in the relevant section on this page.

State Government Education and Training		
	Save as Draft	
Step 5 of 8: Other Information		
VIT Registration / WWC Check		
You have not added any vit registration / wwc check.		
Add VIT Registration / WWC Check		
0 Language Skills	_	
You have not added any language skills.		
Add Language Skills		
Licenses and Certifications	_	
You have not added any licenses and certifications.		
Add Licenses and Certifications		

Click the Add VIT Registration / WWC Check button.

The following page appears when Add VIT Registration / WWC Check is selected.

Cancel Add	/IT Registration / WWC Check	Done
*VIT/WWC	٩	
Registration Type	٩	
Registration Status	٩	
Expiry Date		
Card Number		
Name on Card		

Click the VIT/WWC lookup icon and select from the options displayed for VIT or WWC Check

Cancel	Lookup
Search for: VIT/WWC	
Search Criteria	
- Search Results	
	2 rows
Content Item ID	Description
VIT (ĥn)	VIT Registration
wwc	WWC Check

Select the appropriate registration type for VIT or WWC Check for your card.

Note: If you don't currently hold VIT registration and you are a qualified teacher visit the <u>vit.vic.edu.au</u> website for more information.

You can register your interest for COVID-19 Principal Support position without current VIT registration or WWC Check, however, if you are selected for a COVID-19 Principal Support position, you will be required to provide evidence of VIT registration or an employee type WWC Check as appropriate for the position offered.



Click on the **Add VIT Registration / WWC Check** button. Click **VIT/WWC** lookup icon and select the appropriate registration for you.

Click the **Registration Type** look up icon and select the appropriate registration for you.

Cancel	Lookup	
Search for: Registration Type Search Criteria		
		9 rows
Code	Description	VIT Registration
1_NO_VIT_WWC	No VIT or WWC Check Card	
2_REG_TEA	Registered teacher	
3_PR_REG_TEA	Provisionally registered teach	
4_ER_CHD_TEA	Early Childhood teacher	
5_DUAL_REG	Dual Registration - TEA and ECT	
6_PERM_TEACH	Permission to teach	
7_NON_PR_TEA	Non Practising teacher	
8_EMP_WWC	Employee WWC Check	
9_VL_EMPL	Volunteer - Must be Employee card	
8_EMP_WWC	Employee WWC Check	
9_VL_EMPL	Volunteer - Must be Employee card	WWC registration types

The Add VIT Registration / WWC Check page returns. Record the:

- Expiry date of your Card,
- Card number and
- Name on the card.

VIT registration must be valid for 2022.

A **Working With Children Check** card must be an employee type card and have an expiry date in the future. A Volunteer card cannot be used for employment purposes.

Click **Done** when complete. The Step 5 Other Information page returns which shows the results of your entry.

			Save as Draft
Step 5 of 8: Other In	formation		
/IT Registration / WWC	Check		
+			
VIT/WWC	Registration Type	Card Number	
WWC Check	Employee WWC Check	12345789	· · · ·
.anguage Skills You have not added any	language skills.		
Add Language S	kills		
Licenses and Certificatio	ons		
You nave not added any Add Licenses an	d Certifications		

Click the **Add License and Certifications** button to add License/Certifications. Complete the relevant fields and click **Done**.

Click **Add Language Skills** button to add any Language skills you may have. Complete the relevant fields and click **Done**.



3.6 Step 6 of 8 – Employment History

You can add information about your employment history to your online application. Click the buttons in this section to add information.

Complete Application	:
	Save as Draft
Step 6 of 8: Work Experience	
Work Experience	
You have not added any work experience.	
Add Work Experience	
0	
Keierences	
Tou mare not abased any reineffices.	

Work Experience

Exit		Complete Application	:
Job Opportunities			Save as Draft 🖌 Previous Next 📎
1 Start Complete	Step 6 of 8: Work Experience Work Experience (Required)	Cancel Add Work Experience Done	
Complete 3 Preferences Complete	You must enter information in this section. Add Work Experience	*Start Date 02/01/2000	
4 Education Complete	References You have not added any references.	"Ending Job Title Classroom Teacher Supervisor Jessica Smith	
Complete Work Experience in Progress	Add Reference	Supervisor Phone	
7 Subjects/Duties Not Started		OK to contact? Ves	
Not Started		Country Australia	
		Address 1	

Reference

Step 6 of 8: Work Experience	Cancel	Add Reference	one
+	Reference Information		_
Employer Job T	*Reference Type	Professional ~	
Alberton Primary Class	*Reference Name	Jessica Smith	1
0	*Title	Principal	
References	Employer		
You have not added any references.	Phone		
Add Reference	Email Address		
	Address		- 1
	Country	Australia ~	
	Address 1		
	Address 2		- 1
	City / Postcode	٩	



3.7 Step 7 of 8 – Subjects/Duties

For COVID-19 Principal Support vacancies it is not necessary to enter information about the Subjects/Duties you are able to teach or perform.

3.8 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 Modify link in each section.

Make sure you have indicated **COVID-19 Principal Support at Step 3 Preferences** under the **Role Types** option. This is important for principals to identify people interested in these positions.

	Complete Application	:
		Save as Draft Frevious Submit
Thank you for your interest. Review your application and make any chan	iges before submitting.	
Step 8 of 8: Review and Submit		
← My Contact Information		
Email Cathie.Nind@education.vic.gov.au	Address 31 Deutscher Street, Avondale Heights, VIC 3034	
Phone 03 7022 0682	Contact Method	
	Modify	-
Cover Letter and Resume/CV		
Preferences		
Education History		
Work Experience		
▶ Role Types		
Post-Secondary Education		
▶ VIT Registration / WWC Check		
► Language Skills		
Licenses and Certifications		
► Subjects/Duties		
▶ References		

Once you are satisfied with your profile Click the **Submit** button.

	Complete Applicatio	1
Thank you for your interest. Review your application and make any chan- Step 8 of 8: Review and Submit	ges before submitting.	
- My Contact Information		
Email Cathle Nind@education.vic.gov.au Phone 03 7022 0682	Address 31 Deuts Contact Method	ther Street, Avondale Heights, VIC 3034 Modify
Cover Letter and Resume/CV		
▶ Preferences		
Education History		
Work Experience		
Role Types		
Post-Secondary Education		
VIT Registration / WWC Check		
Language Skills		
Licenses and Certifications		
Subjects/Duties		
References		



3.9 Application submitted confirmation

After you have completed and successfully submitted your Job Opportunities profile, 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**.

Click the View Submitted Application to see the Application Summary.

Applica	tion Confirmation 🟠 🗄	0			
You have successfully submitted your job application					
Jobs Applied For					
Job Title You have submitted an application for job opportunities. Applie	ration Date 18/01/2022				
* Careers					
View Submitted Application					

Your profile is now complete.

Additional Information

How to access your profile and withdraw from job opportunities.

Remember to use your login details when applying for other jobs advertised on Recruitment Online. Your profile will be automatically populated into your application.

Click the **Careers** link to return to the **Careers Home** screen. The Helpful Links section contains links to HR Services, Provisional Appointments and Covid-19 Principal Support information.

	Careers				
	Jobs in a Victorian Government School				
	Search Jobs Search by job title, location, or keyword				
	Welcome Robert				
	View Jobs Posted in Last 7 Days	>			
	View All Jobs	>			
	My Job Notifications	>			
	My Activities	1 >			
	My Favorite Jobs	>			
	My Saved Searches	>			
	& My Contact Information	>			
	Add your resume to ROL Job Opportunities	>			
Expands the Helpful Links 了	→ Helpful Links				
	HR Services				
	Provisional Appointments				
	Tutors in 2021 Information				

4. My Activities view

Education and Training

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

The COVID-19 Principal Support vacancies are not advertised, from the profile you have just created a principal or recruiting officer can search for your record based on their requirements against the information you have included and contact you directly.

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.

Careers			My Activities					
My Activities Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application		
Job Opportunity			Submitted	10/01/2022 4:35PM	18/01/2022 12:48PM	Withdraw		

When the Application has been withdrawn, the Application cannot be edited and will be greyed out.

Contact:

Schools Recruitment Unit Phone: 1800 641 943 (selection options for Schools Recruitment) Email: <u>schools.recruitment@education.vic.gov.au</u>