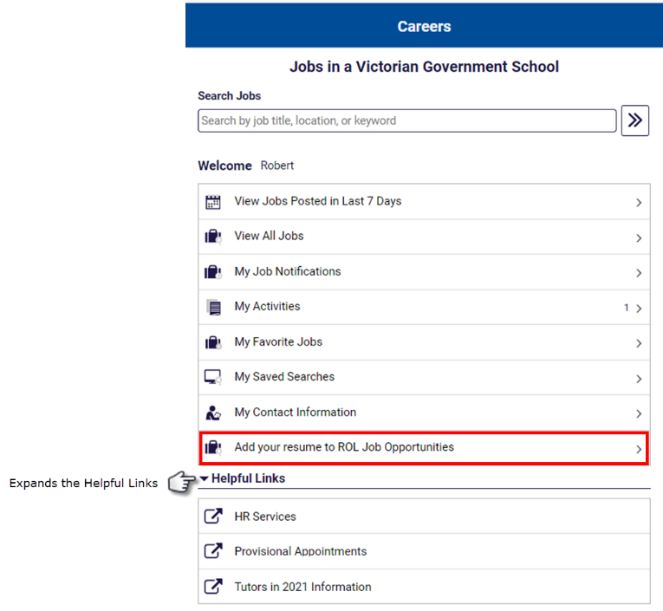
**Register for COVID-19 Principal Support Opportunities**

1. Create your Profile

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.

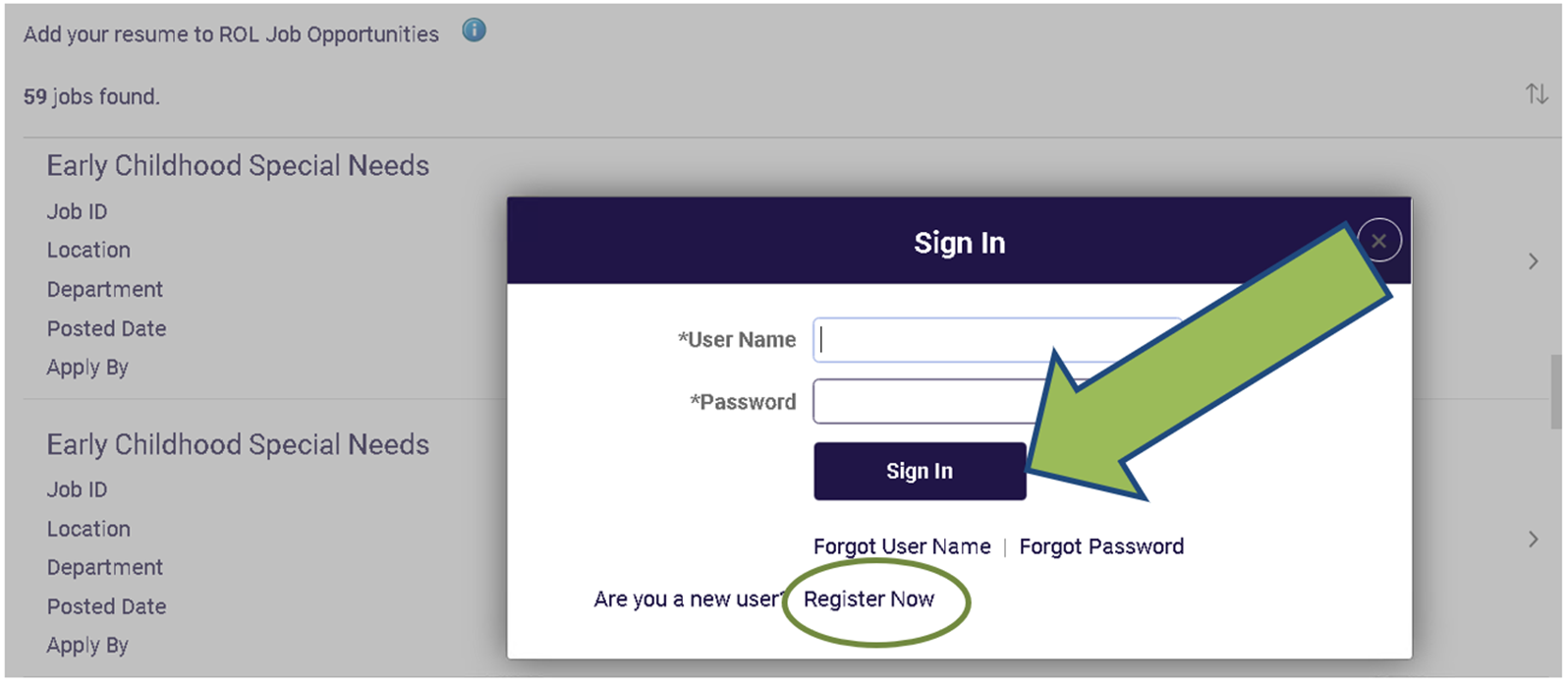


1. Create a Recruitment Online account

You will be prompted to sign into Recruitment Online. As a new user, click **Register Now** and follow the prompts to set up a profile. Principals will search profiles for applicants to fill their COVID-19 Principal Support positions.

**Note:** You will need access to a personal email account to set up a profile.

If you have been a previous user of ROL and you use the same email account, the system will not allow you to create another profile with this email account – see the [ROL COVID-19 Principal Support – Current User](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx) guide to set up a COVID-19 Principal Support profile with your email account.



1. 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.

Graphical user interface, text, application

Description automatically generated

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.

Graphical user interface, application, Word

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A picture containing table

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

Graphical user interface, text, application, email

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Click **Next** to move to step 3.

3.3 Step 3 of 8 – Preference

Choose options that are relevant to you.

Graphical user interface, application, Teams

Description automatically generated

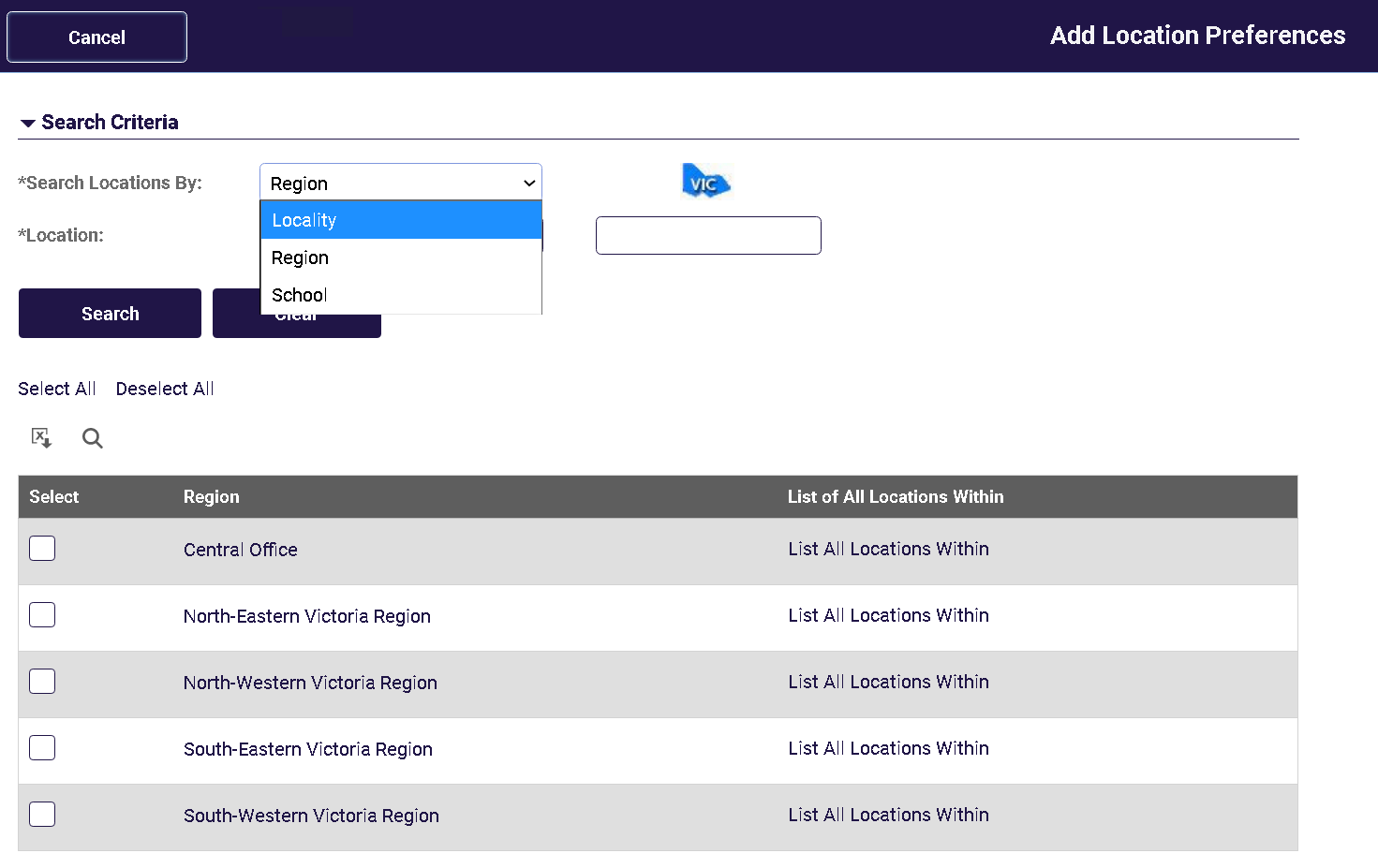
Scrolling down will allow you to also enter the number of hours per week you are able to work, Add Location Preferences and Role Types. The Role Type is important for the COVID-19 Principal Support – **do not skip this step.**

Enter the hours you can work per week.

Graphical user interface

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



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.

Graphical user interface, application

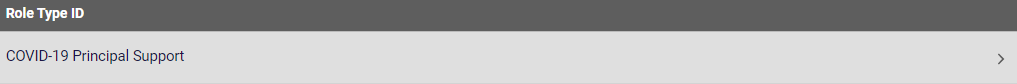
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Table

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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.



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.

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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.

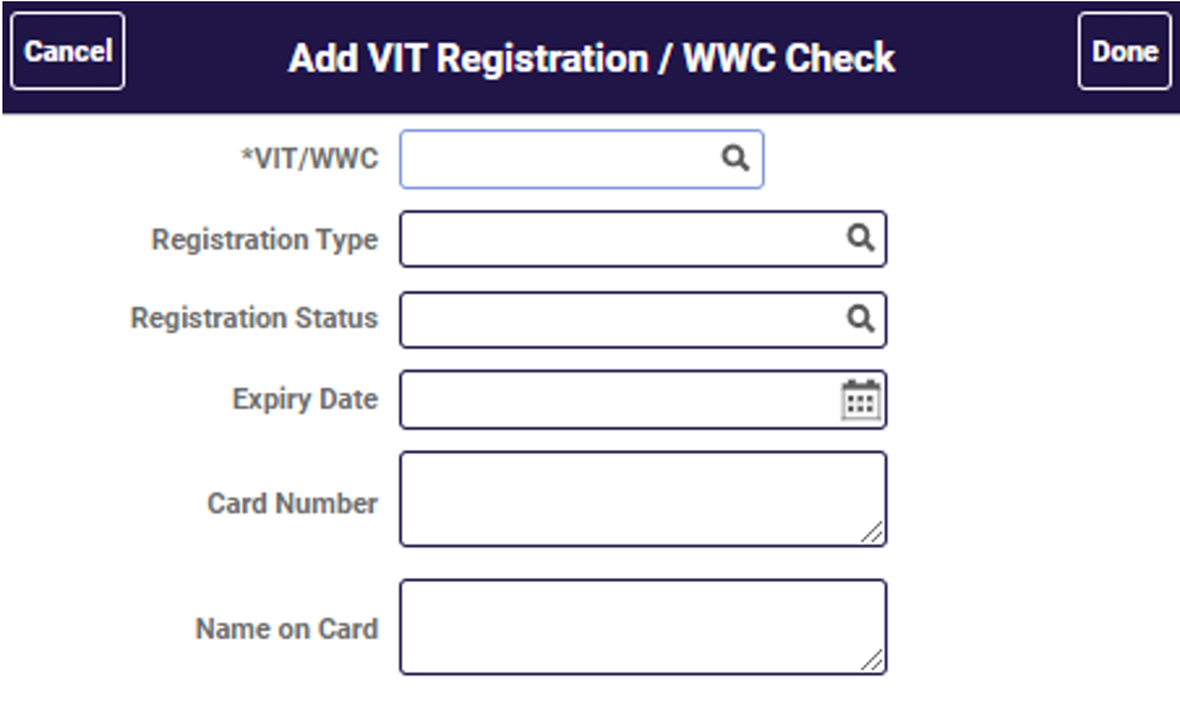
It is recommended you record your Victorian Institute of Teaching (VIT) or Working With Children Check (WWC Check) card details in the relevant section on this page.

Graphical user interface, application

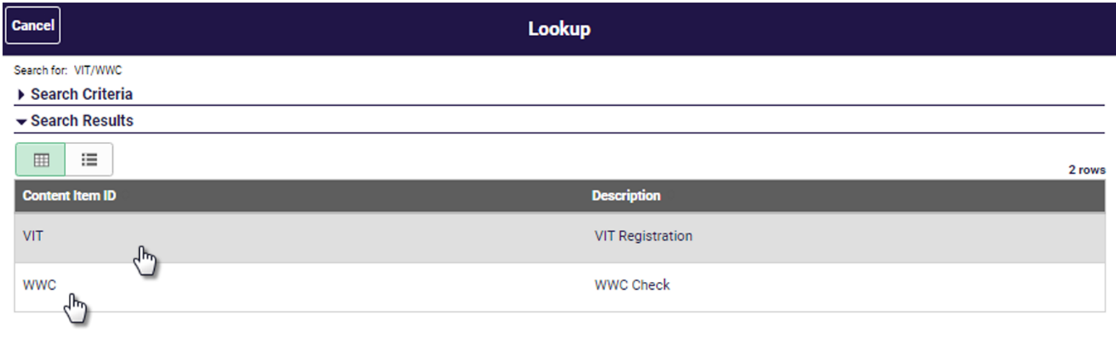
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Click the **Add VIT Registration / WWC Check** button.

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



Click the **VIT/WWC** lookup icon and select from the options displayed for VIT or 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 [vit.vic.edu.au](https://www.vit.vic.edu.au/) website for more information.

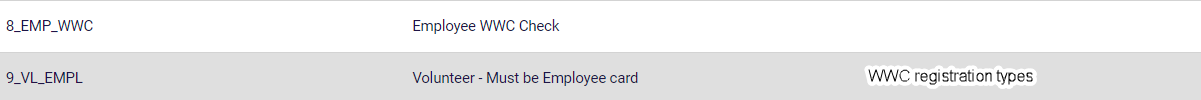
You can register your interest for COVID-19 Principal Support position without current VIT registration or WWC Check, however, if you are selected for a COVID-19 Principal Support position, you will be required to provide evidence of VIT registration or an employee type WWC Check as appropriate for the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

Graphical user interface, application

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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.

Graphical user interface, application

Description automatically generated

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**.

Click **Next** to move to step 6.

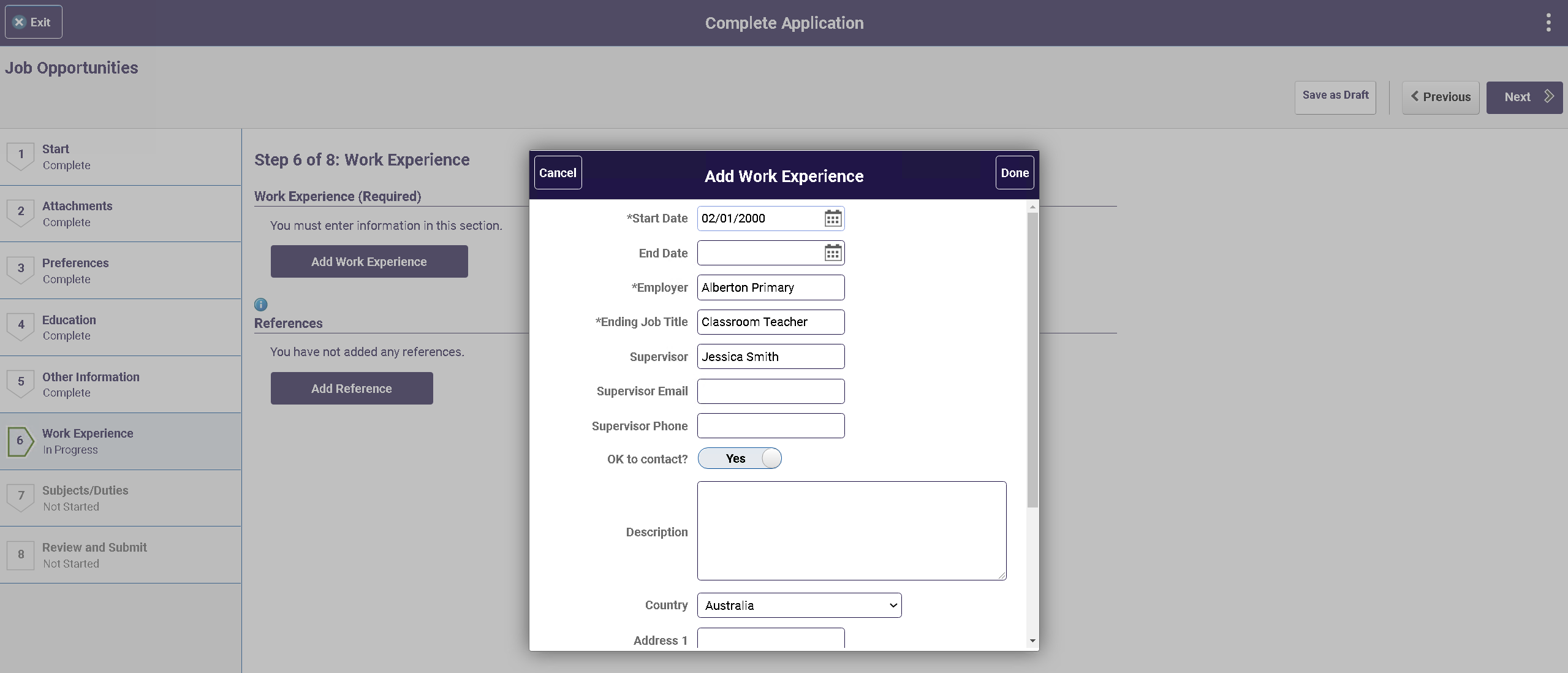
3.6 Step 6 of 8 – Employment History

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

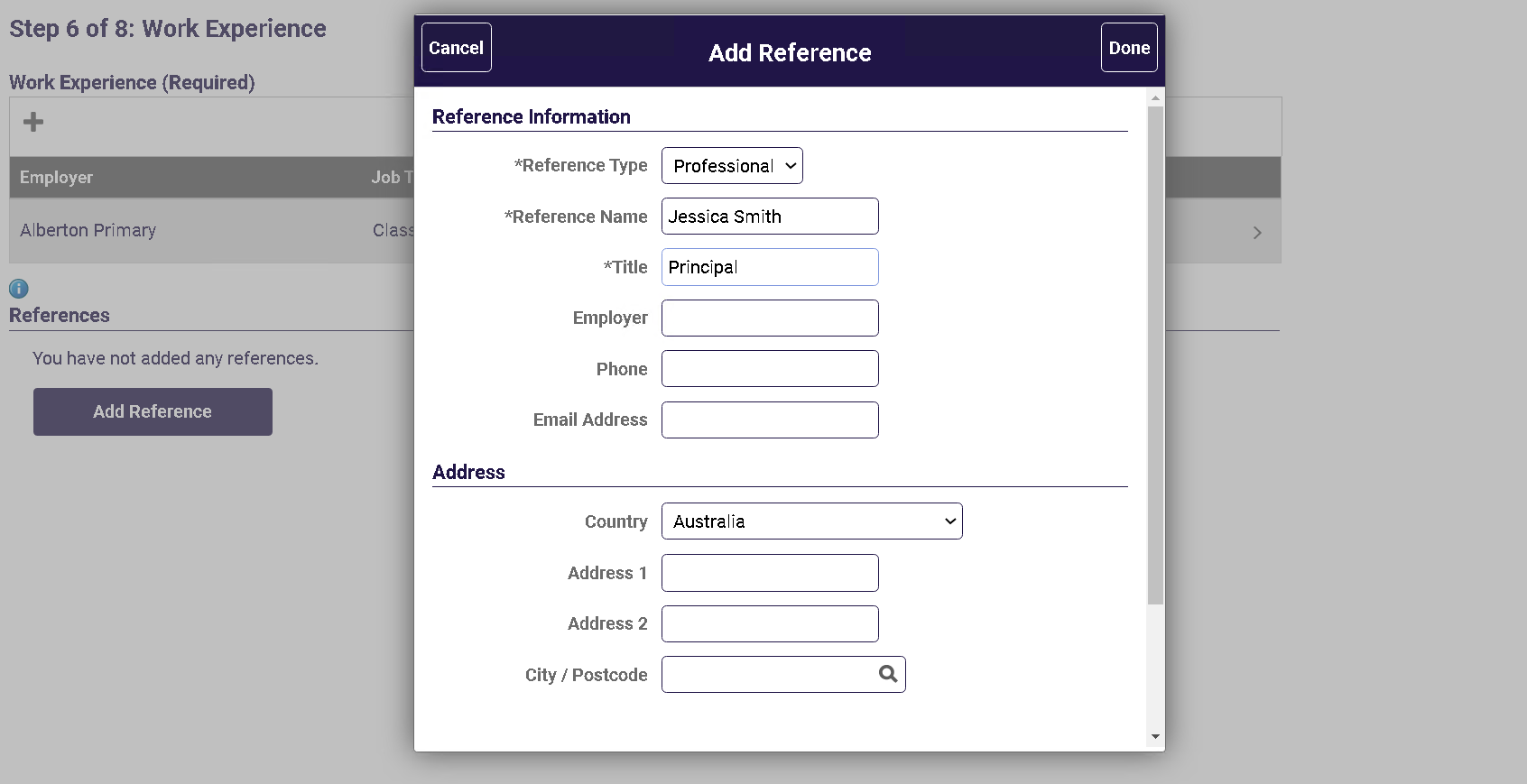
Graphical user interface, application

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**Work Experience**



**Reference**



Click **Next** to move to step 7.

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.

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

Graphical user interface, text, application, email

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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.

Graphical user interface, text, application, email

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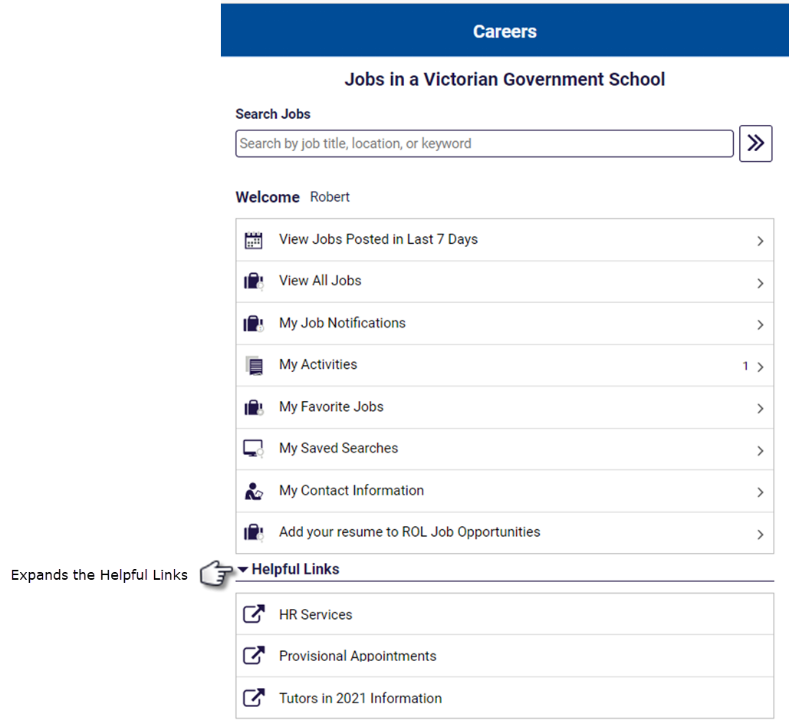
Your profile is now complete.

# 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.



1. My Activities view

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.

1. 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.

A screenshot of a computer

Description automatically generated

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: [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au)