

## ROL Applicant portal – Job Search

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 link on HRWeb: <http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx>

The screenshot shows a web browser window with the URL: `rolptst1.education.vic.gov.au/psc/ROLPTST1_EA/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant&Porta`. The page header includes the Victoria State Government logo and the text 'Education and Training' and 'Careers'. The main heading is 'Jobs in a Victorian Government School'. Below this is a 'Search Jobs' section with a search bar containing the placeholder text 'Search by job title, location, or keyword' and a search button. A 'Welcome' section is visible on the right, with links for 'Sign In' and 'New User'. The main content area contains a list of navigation options, each with an icon and a right-pointing arrow:

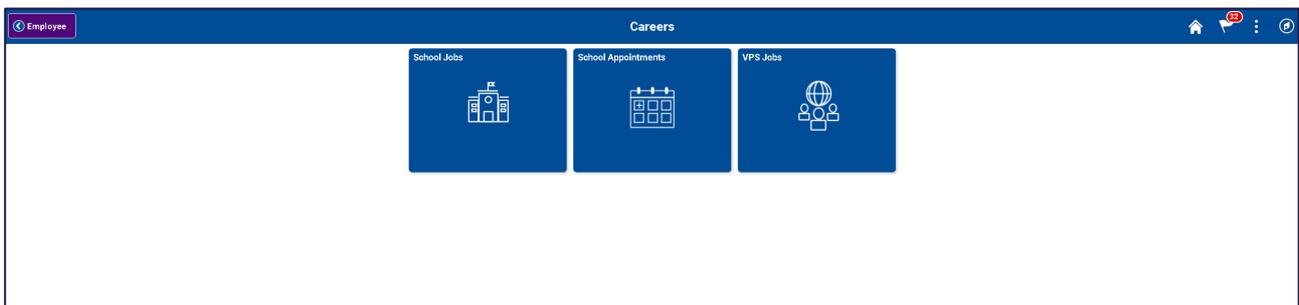
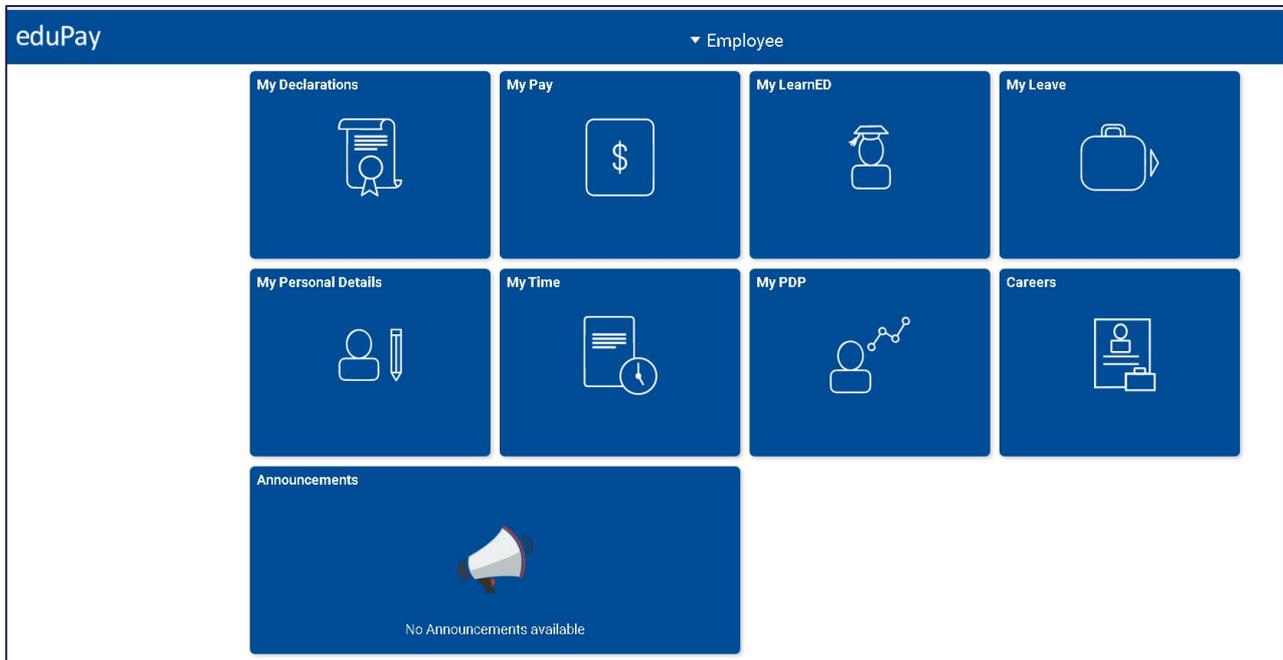
- View Jobs Posted in Last 7 Days
- View All Jobs
- My Job Notifications
- My Activities
- My Favorite Jobs
- My Saved Searches
- My Account Information

At the bottom of the list is a 'Helpful Links' section.

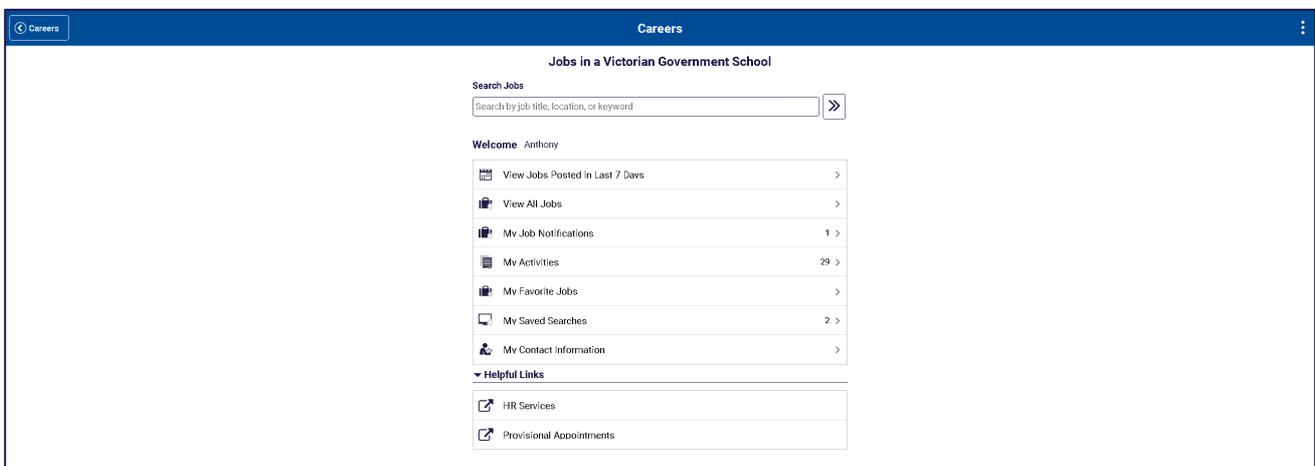
From this Careers page, Applicants wanting to search for jobs, can either:

- 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.*

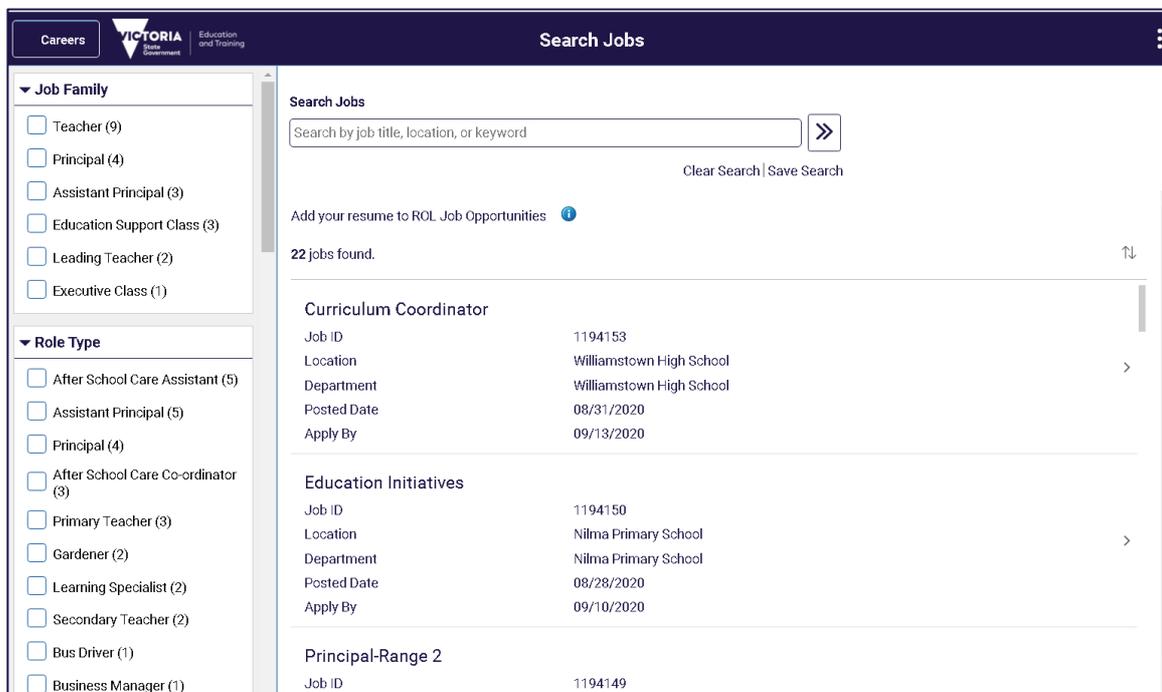
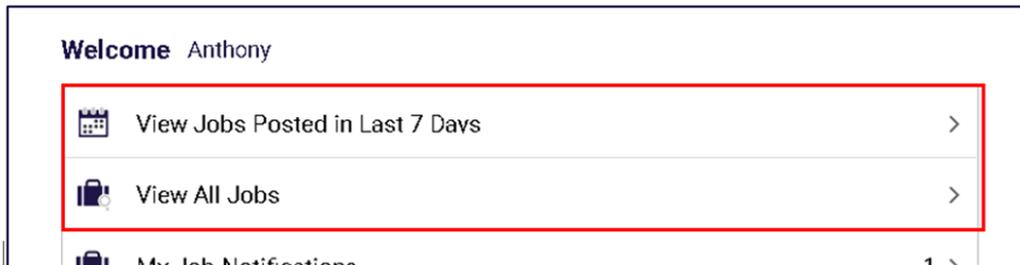


Clicking the different tiles would take the internal applicant to the respective sites. Clicking on 'School Jobs' will direct Applicant to the Careers home page.

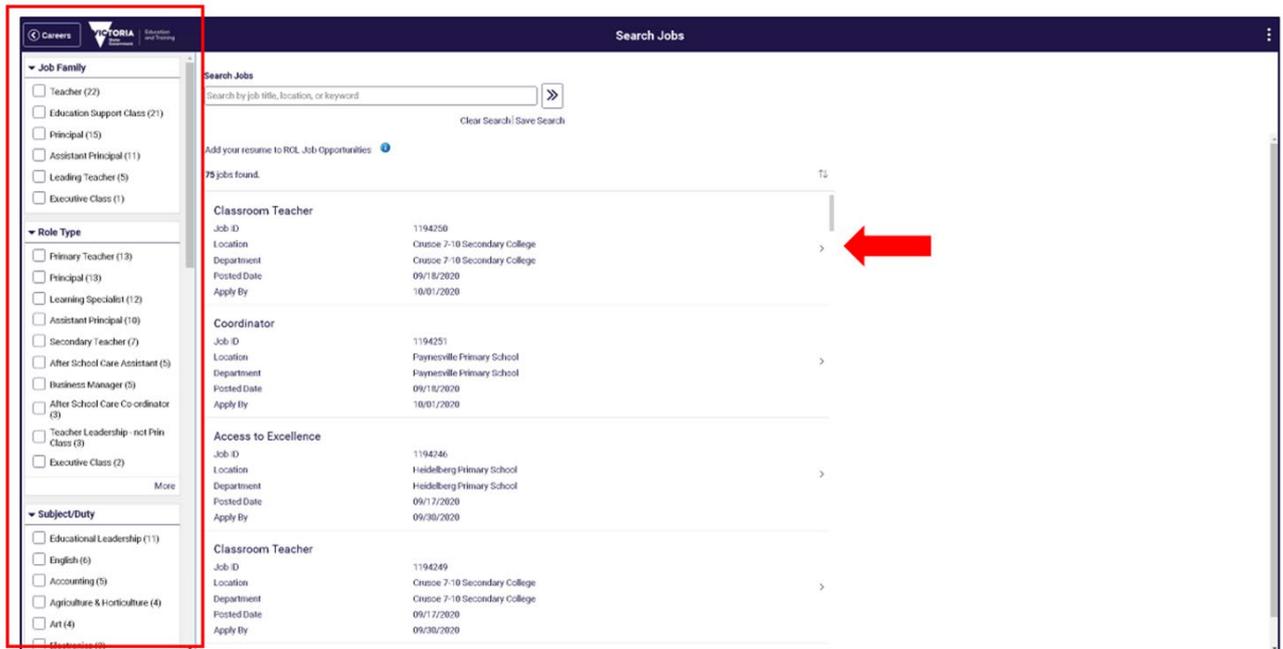


## SEARCH JOBS

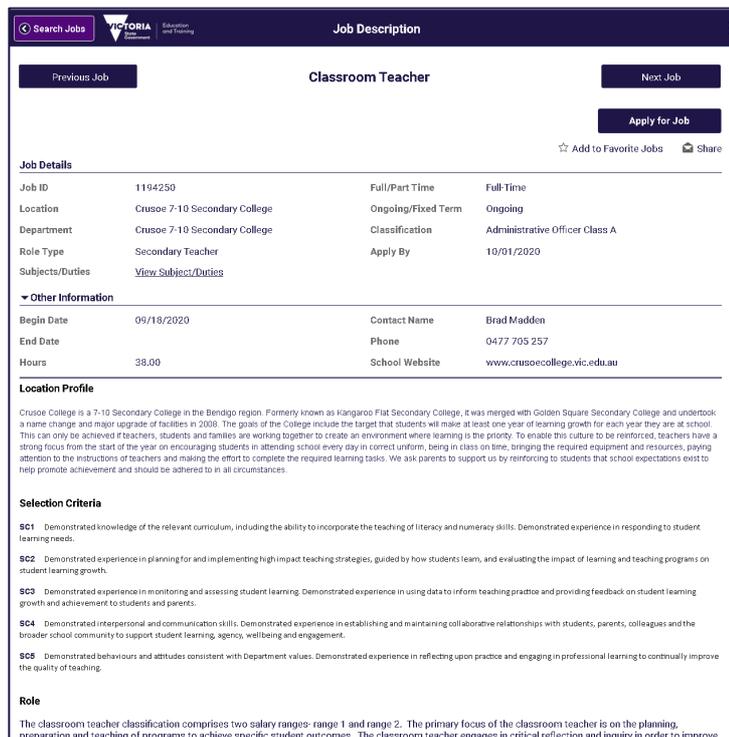
- From the Careers Homepage, Applicants will see a list of advertised jobs based on the search criteria



- On the left, Applicants can select the different selection criteria of their job search. The list of criteria selected would appear under the 'Search Jobs' box. Applicants can also sort the results using the up/down arrow icon.

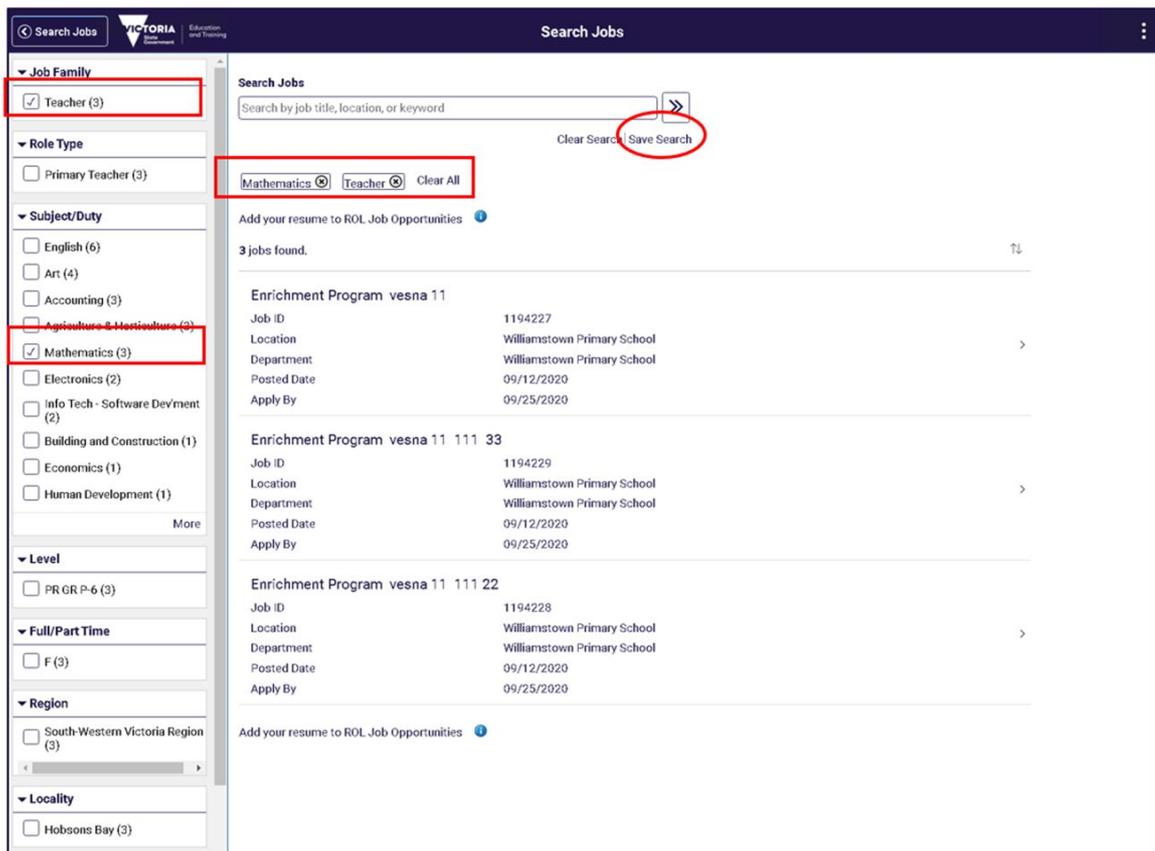


- Clicking on the job opening title will take you to the Job description page.

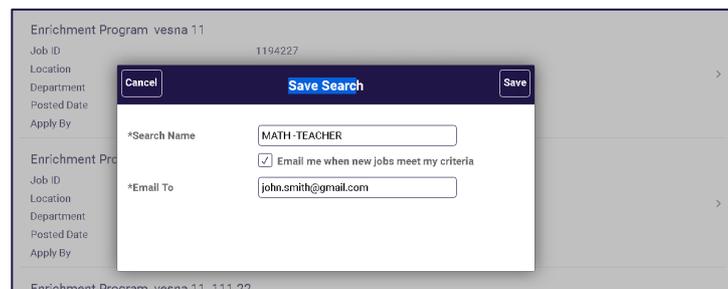


## SAVED SEARCHES AND JOB SEARCH AGENT

1. Applicants can choose to save their search criteria. This can be done by clicking on 'Save Search'
2. If you have already created a Recruitment Online Applicant profile, you will be prompted to enter your login details. If you have not already created an Applicant Profile, you will be prompted to create an account.



3. After logging in, you will be asked to name your job search. Enter a name of the search and click "Save" button.



- Applicants can choose to have this search criteria as your Job Search agent and emailed when new jobs meet your criteria. If you do, all search notification expires after 12 months by default.

Search Name	Created On	Notifications Email	Notification Expires On	
MATH - TEACHER	09/21/2020	john.smith@gmail.com	09/22/2021	Search >
TEACHER	09/09/2020	No notifications will be sent		Search >

## VIEW AND UPDATE SAVED SEARCHES

- To view an existing saved search, navigate to 'My Saved Searches' from the Career page. A list of all your saved searches will appear.

Search Name	Created On	Notifications Email	Notification Expires On	
MATH - TEACHER	09/21/2020	john.smith@gmail.com	09/22/2021	Search >
TEACHER	09/09/2020	No notifications will be sent		Search >

- To run a saved search, click "Search" button. This will take you to the search results based on your criteria.

**Search Jobs**

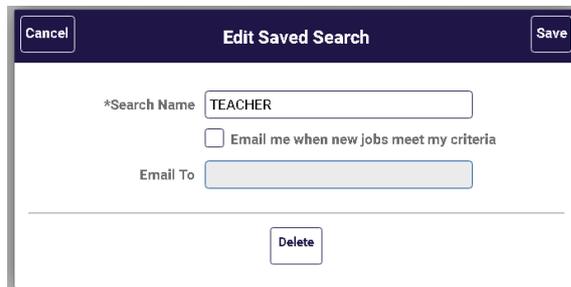
Search by job title, location, or keyword

Teacher

22 jobs found.

Job ID	Location	Department	Posted Date	Apply By
1194250	Crescoe 7-10 Secondary College	Crescoe 7-10 Secondary College	09/18/2020	10/01/2020
1194249	Crescoe 7-10 Secondary College	Crescoe 7-10 Secondary College	09/17/2020	09/25/2020
1194248	Crescoe 7-10 Secondary College	Crescoe 7-10 Secondary College	09/17/2020	09/25/2020
1194247	Crescoe 7-10 Secondary College	Crescoe 7-10 Secondary College	09/17/2020	09/25/2020

- To change details of your saved search criteria, click on the '>' icon. You would be able to change search name, determine if you want the search to be emailed, or 'Delete' the search.



The screenshot shows a dialog box titled "Edit Saved Search". It has a dark blue header with "Cancel" on the left and "Save" on the right. The main content area is white and contains the following elements: a label "\*Search Name" followed by a text input field containing "TEACHER"; a checkbox labeled "Email me when new jobs meet my criteria" which is currently unchecked; and a label "Email To" followed by an empty text input field. At the bottom center of the dialog box is a "Delete" button.