

# Teacher Recruitment Initiative- Job Opportunities Pool – New User

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# About the Teacher Recruitment Initiative

The Teacher Recruitment Initiative (TRI) is designed to assist schools in finding teachers and streamlining the application process for teachers. The TRI invites prospective teachers to register and create a Job Opportunity profile in the Job Opportunities Pool. The system will then search and auto match teachers with applicable TRI vacancies. The TRI will reduce the number of steps an applicant will be required to complete when applying for vacancies, for example, addressing the selection criteria is not required on a TRI application. Applicants will be auto matched to multiple vacancies rather than applying to each vacancy.

## New Users - Register your interest through the Job Opportunities Pool

### Create your Profile

Recruitment Online (ROL) is the Victorian government schools recruitment program.

Open the Recruitment Online portal (Jobs in a Victorian Government Schools) via the ROL link on HRWeb [here](#).

Click on the [Search or Apply for a Job](#) link.

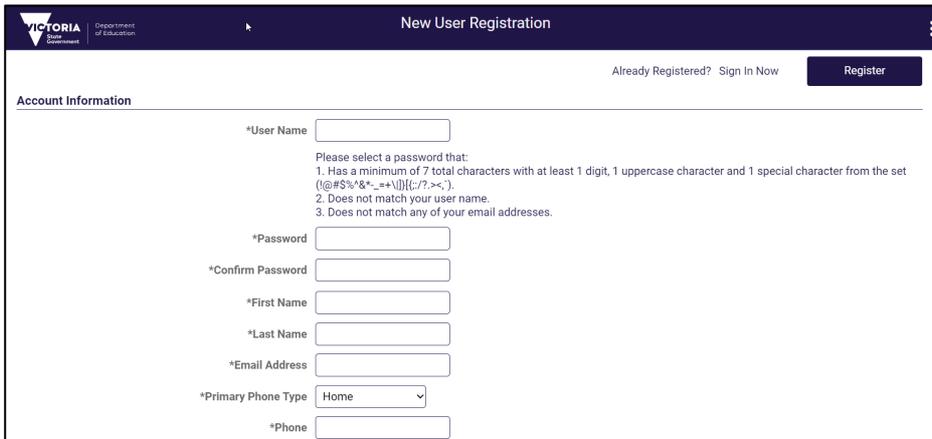
Click **Apply to Job Opportunities Pool** to log in and create a profile to register your interest in employment with the Department of Education.



### 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.

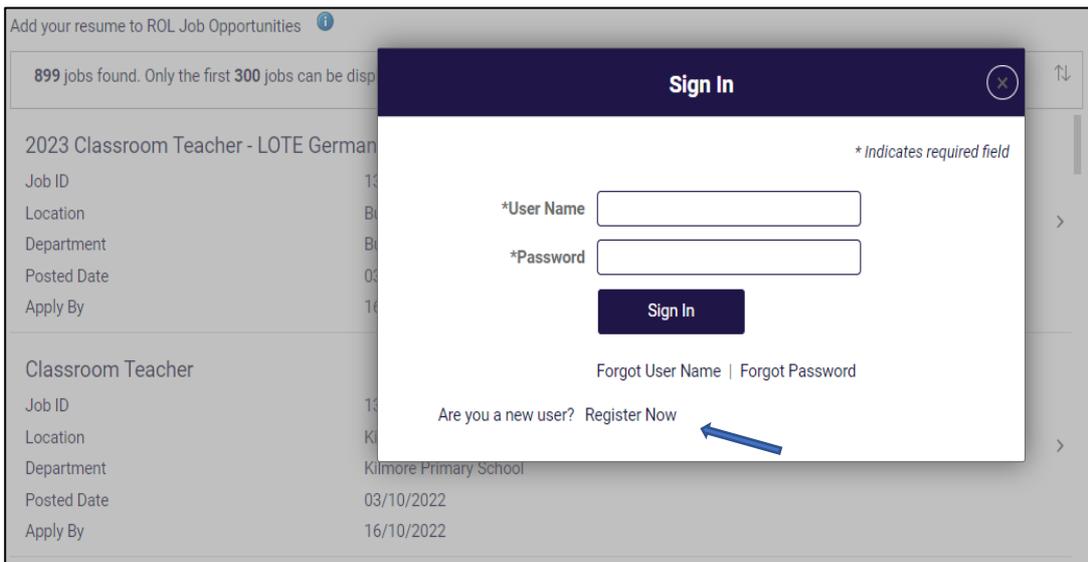
**Note:** You will need access to a personal email account to set up a profile.



Complete the Account information to register your details on eduPay/Recruiting.

Click the **Register** button.

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 using the same email account – see the [TRI-Applicant Help Guide – Current](#) User guide to set up a Job Opportunities profile with your email account.



## Recruitment Online application process

After you have signed into Recruitment Online, the Job Opportunities Pool profile screen will appear. At any time, you can click **Save as Draft**, so your profile is available for amending before submitting.

### Step 1 of 9 - Start

Read the information provided in Start. Tick the box in the View Terms and Conditions bar and click the **Next** button to move to Step 2.

**Note:** To progress to Step 2 this checkbox must be ticked.

**Step 1 of 9: Start**

Thank you for your interest and for submitting your application to the Job Opportunity Pool. This will allow you to express interest in Teaching, Education Support and casual roles. Recruiting Schools can search the pool for potential candidates and your profile will be saved for a maximum period of 3 months from the date you have submitted your application. You will receive an email notification at the expiry date and can resubmit your application in the Job Opportunity Pool.

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 at schools.recruitment@education.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 (which may be outside of your preferences listed), training, research and other teaching opportunities.

By selecting the "I have read and agree to the above terms and conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to proceed to submit an application and should select the Exit button.

View Terms and Conditions

I have read and agree to the above terms and conditions

**Note:** To progress through each step you can click the **Next** button.

## Step 2 of 9 – Attachments

You can choose to add 1 or more attachments to support your application. It is recommended that you attach a generic cover letter and a recent resume/CV. You **must** attach at least 1 attachment in this section before you can proceed with your application. Click on the **Attach Cover letter** button.

**Step 2 of 9: Attachments**

**Cover Letter and Resume/CV (Required)**

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

**Attach Cover Letter**

**File Attachment** Done

Choose From

Choose From

Resume.docx  
File Size: 13KB

Upload Complete

Click on **Choose From** and select the document you wish to upload. Click the **Upload** button.

Click the **Done** button.

Repeat this process if you wish to upload more than one attachment.

Click the **Next** button to move to Step 3.

Save as Draft
< Previous
Next >

**Step 2 of 9: Attachments**

**Cover Letter and Resume/CV (Required)**

Attach Cover Letter

\*Cover Letter or Resume/CV Title

Attached File Resume.docx

Attached By Catherine Smith

Attached On 04/08/2023 10:13AM

Remove all Cover Letters and Resume/CVs

### Step 3 of 9 – Preferences

Choose options that are relevant to you.

You can customise your Job Opportunities profile to reflect the type of jobs you are interested in.

**Job Preferences**

1. I can start my new job on or after

2. I am looking for the following kind of job

Ongoing

Fixed Term

Casual

Any

3. I want to work the following kind of employment

Full-Time

Part-Time

Either

4. I am available to work the following days of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

5. I want to work this number of hours (per week)

**Note:** The **I can start my new job on or after** date is a mandatory field. Click on the **calendar** to select the date you are to commence.

**Select** the kind of job that interests you, i.e., Ongoing, Fixed Term.

**Select** the kind of employment that interests you, i.e., Full or Part time.

**Note:** Applicants seeking part time employment are encouraged to select full time also. Successful candidates may negotiate their preferred time fraction as part of the recruitment process.

**Select** the days of the week you wish to work, i.e., Monday, and Tuesday.

**Select** the total number of hours you want to work weekly, i.e., 20, 38.

Do you want your current school (if applicable) to be able to search your Job Opportunities profile?

Click **Yes** if you would like your school to be able to search your Job Opportunities profile.

Do you want your current school (if applicable) to be able to search your Job Opportunities profile?

Yes

Click **No** if you don't want your school to be able to search your Job Opportunities profile.

Do you want your current school (if applicable) to be able to search your Job Opportunities profile?

No

After selecting No you will receive the following message.

Selecting 'No' means the system will not show your Job Opportunity application to your school/s' recruiters.

**OK**

Click the **OK** button.

Do you want to be matched to internal vacancies through the Job Opportunities Pool at your current school (if applicable)?

Do you want to be matched to internal vacancies through the Job Opportunities Pool at your current school (if applicable)?

Yes

Click Yes if you want to be matched to internal vacancies through the Job Opportunities Pool at your current school.

Click **No** if you don't want to be matched to internal vacancies through the Job Opportunities Pool at your current school.

Do you want to be matched to internal vacancies through the Job Opportunities Pool at your current school (if applicable)?

No

After selecting No you will receive the following message.

Selecting 'No' means the system will not match your Job Opportunity application to your school/s' vacancies.

**OK**

Click the **OK** button.

Scrolling down will allow you to **Add Location Preferences** and **Role Types**.

Click on the **Add Location Preferences** button.

**6. Location Preferences chosen**

I am open to being considered by schools not listed within my initial preferences and am willing to consider relocation to a school with departmental assistance (i.e incentive payment)

**Location Preferences**

Location Type	Location
1	

**Add Location Preferences** ←

Comments about where I prefer to work

You can **Search Locations By** locality, region, or school.

**Note:** The auto match function will search within LGAs. Noting that when a specific school is selected you will be matched to all schools within the LGA. E.g. If you select Dandenong High School, you will be matched to all schools in the Greater Dandenong LGA.

Click the **Search Locations By** drop down menu to make your selection.

▼ Search Criteria

\*Search Locations By: Region ←

Locality

Region

School

\*Location:

Search Clear

## Locality

Select **Locality**.

Click the **Search** button.

▼ Search Criteria

\*Search Locations By: Locality ←

\*Location: begins with

Search Clear

Your search results will show Local Government Areas.

Select	Local Government Area	List of All Locations Within
<input type="checkbox"/>	Alpine	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Ararat	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Ballarat	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Banyule	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Bass Coast	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Baw Baw	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Bayside	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Benalla	<a href="#">List All Locations Within</a>
<input type="checkbox"/>	Boroondara	<a href="#">List All Locations Within</a>

Click the **List All Locations Within** link next to the LGA you wish to work in.

You now have a list of suburbs within your selected LGA.

Moonee Valley	
Suburb	List All Locations Within
Ascot Vale	List All Locations Within
Kensington	List All Locations Within
Avondale Heights	List All Locations Within
East Keilor	List All Locations Within
Essendon	List All Locations Within
Essendon North	List All Locations Within
Flemington	List All Locations Within
Keilor East	List All Locations Within
North Melbourne	List All Locations Within
Moonee Ponds	List All Locations Within
Niddrie	List All Locations Within
Travancore	List All Locations Within
Parkville	List All Locations Within
Strathmore	List All Locations Within

Click the **List All Locations Within** link.

You now have a list of schools in that suburb.

Suburbs to Schools in Local Government Area

Moonee Valley

Select All Deselect All

Select	School
<input type="checkbox"/>	Ascot Vale Heights School
<input type="checkbox"/>	Ascot Vale Primary School
<input type="checkbox"/>	Ascot Vale West Primary School

Tick the **Select** button of the school you wish to choose.

Select the **Done** button.

You will receive the following message:

Tick the **Select** button of the school you wish to choose.

Select the **Done** button.

You will receive the following message:

Please be advised that by selecting preferences at the School level, you are consenting to be contacted by other schools within the same Local Government Area, should they have a role that you would be suitable for.

**OK**

Click the OK button.

## Region

Select **Region**.

Click the **Search** button.

▼ Search Criteria

\*Search Locations By:  ←

\*Location:

Your search results will show all regions.

Select	Region	List of All Locations Within
<input type="checkbox"/>	Central Office	List All Locations Within
<input type="checkbox"/>	North-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	North-Western Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Western Victoria Region	List All Locations Within

You can select a specific region/s which will indicate you are happy to work at any location within that region.

After selecting a specific region you may get the following message:

Region North-Western Victoria Region is a very large area. Are you sure that you are willing to work anywhere in this region?  
If not, please unselect this preference and instead look to set your preferences at the LGA or School level.

You can change your selection if not willing to work anywhere in this region.

## School

Select **School**.

When searching for a school, please enter the first few letters of the School Name for appropriate search results.

▼ Search Criteria

\*Search Locations By:

\*Location:   ←

When searching for a school you will need to enter the first few letters of the school name to get an optimal result.

Click the **Search** button.

6. Location Preferences chosen

I am open to being considered by schools not listed within my initial preferences and am willing to consider relocation to a school with departmental assistance (i.e incentive payment)

Location Preferences

Location Type	Location
1 Region	South-Western Victoria Region

You have not added any Location Preference information to your application.

[Add Location Preferences](#)

Once your selection is made click the **Done** button.

Cancel Add Location Preferences Done

Search Criteria

\*Search Locations By: Region

\*Location: begins with

Search Clear

Select All Deselect All

Select	Region	List of All Locations Within
<input type="checkbox"/>	Central Office	List All Locations Within
<input type="checkbox"/>	North-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	North-Western Victoria Region	List All Locations Within
<input checked="" type="checkbox"/>	South-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Western Victoria Region	List All Locations Within

Your **Location Preferences Chosen** are now visible.

**Reminder:** The auto match function will search within LGAs. Noting that when a specific school is selected you will be matched to all schools within the LGA. E.g. If you select Dandenong High School, you will be matched to all schools in the Greater Dandenong LGA.

**Note:** You can indicate if you would like to be considered for opportunities from schools not listed in your preference/s. To confirm this, tick the checkbox.

6. Location Preferences chosen

I am open to being considered by schools not listed within my initial preferences and am willing to consider relocation to a school with departmental assistance (i.e incentive payment)

Location Preferences

Location Type	Location
1 Region	North-Western Victoria Region
2 Region	South-Eastern Victoria Region

**Location Preferences** is a mandatory field so you must select at least one preference before moving on to the next step.

**Note: Local Government Areas (LGA)**

You can check schools within a Local Government Area when adding your location preferences. To check the schools within an LGA:

Click the **List all Locations Within** link next to the Region.

Select	Region	List of All Locations Within
<input type="checkbox"/>	Central Office	List All Locations Within
<input type="checkbox"/>	North-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	North-Western Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Western Victoria Region	List All Locations Within

The search result will list the LGAs within that Region.

Select	Local Government Area	List of All Locations Within
<input type="checkbox"/>	Ararat	List All Locations Within
<input type="checkbox"/>	Ballarat	List All Locations Within
<input type="checkbox"/>	Brimbank	List All Locations Within
<input type="checkbox"/>	Buloke	List All Locations Within
<input type="checkbox"/>	Colac-Otway	List All Locations Within
<input type="checkbox"/>	Corangamite	List All Locations Within
<input type="checkbox"/>	Corrangamite (Grampians)	List All Locations Within
<input type="checkbox"/>	Glenelg	List All Locations Within
<input type="checkbox"/>	Golden Plains	List All Locations Within
<input type="checkbox"/>	Greater Geelong	List All Locations Within

You can also see the schools listed within each LGA.

Click the **List All Locations Within** link next to the LGA.

Select	School
<input type="checkbox"/>	Albanvale Primary School
<input type="checkbox"/>	Albion North Primary School
<input type="checkbox"/>	Albion Primary School
<input type="checkbox"/>	Ardeer Primary School
<input type="checkbox"/>	Ardeer South Primary School
<input type="checkbox"/>	Cairnlea Park Primary School
<input type="checkbox"/>	Copperfield College
<input type="checkbox"/>	Deer Park North Primary School
<input type="checkbox"/>	Deer Park West Primary School
<input type="checkbox"/>	Derrimut Primary School

Click on the **Add Role Type** button.

**Role Types**

You have not added any role types.  
Note: For Tutor roles, ensure **R0001 - Tutor** is selected

**Add Role Types**

Select the **Role Types** appropriate for you: **Graduate Teacher, Primary Teacher, Secondary Teacher,** and/or **Special School Teacher**.

Cancel
**Add Role Types**
Done

**Role Type Preferences**

<input type="checkbox"/> Mental Health Wellbeing Leader	<input type="checkbox"/> Tutor	<input type="checkbox"/> Casual Relief Teacher
<input type="checkbox"/> Support Your School Initiative	<input type="checkbox"/> Head Start Learning Leader	<input checked="" type="checkbox"/> Graduate Teacher
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Inclusion Outreach Coach
<input type="checkbox"/> ITE Employment-Based Programs	<input checked="" type="checkbox"/> Primary Teacher	<input type="checkbox"/> Principal
<input type="checkbox"/> Secondary Teacher	<input type="checkbox"/> Special School Teacher	<input type="checkbox"/> Targeted Financial Incentive

**Note:** To be matched with graduate teacher positions applicants must select the **Role Type - Graduate Teacher in addition to the Role Type** Primary, Secondary, and/or Special School Teacher.

Click the **Done** button once you have selected your **Role Types**.

**Note:** Further selections are required in [Step 8 of 9 - Subjects and Duties](#) to ensure applicants are matched to desired vacancies.



Click on the **Next** button to move to Step 4.

### Step 4 of 9 – Education

You can add information about your education history to your Job Opportunities Pool profile.

Click on the **Highest Education Level** drop-down menu.

Select your **Highest Education Level**.

**Note:** This is not a mandatory field.

Click on the **Add Post-Secondary Education** button.

Click the **lookup** buttons in this section to add information. Noting that you can progress to step 5 **without** entering information in this step.

**Note:** The **Completion Date** is the date that you finished your course requirements.

Cancel
**Add Post-Secondary Education**
Done

**\*Completion Date**

**\*Degree Type**

**\*Degree Name**

Education

**Country**

**State**

**Educational Institution**

**Name of Institution**

**Major Code**

**Major Description**

**Graduated**

**Other Degree Type / Name**

**\*Field of Study**

Click the **Done** button.

Save as Draft
[< Previous](#)
[Next >](#)

**Step 4 of 9: Education**

**Education History**

---

**Highest Education Level**

**Post-Secondary Education**

+

Degree Type
Bachelor Degree <span style="float: right;">&gt;</span>

Click the **Next button** to move to Step 5.

## Step 5 of 9 – Other Information

You can customise your Job Opportunities Pool profile to reflect other details relevant to your application such as **Licenses & Certifications**, **Language Skills**, and enter your **VIT Registration / WWC Check** details.

1 <b>Start</b> Complete	<h3>Step 5 of 9: Other Information</h3> <hr/> <h4>Licenses and Certifications</h4> <p>You have not added any licenses and certifications.</p> <p style="text-align: center;"><a href="#">Add Licenses and Certifications</a></p> <hr/> <p><b>i</b></p> <h4>Language Skills</h4> <p>You have not added any language skills.</p> <p style="text-align: center;"><a href="#">Add Language Skills</a></p> <hr/> <h4>VIT Registration / WWC Check</h4> <p>You have not added any vit registration / wwc check.</p> <p style="text-align: center;"><a href="#">Add VIT Registration / WWC Check</a></p>
2 <b>Attachments</b> Complete	
3 <b>Preferences</b> Complete	
4 <b>Education</b> Complete	
5 <b>Other Information</b> In Progress	
6 <b>Questionnaire</b> Not Started	
7 <b>Work Experience</b> Not Started	
8 <b>Subjects/Duties</b> Not Started	

Click the **Add License and Certifications** button.

<h4>Licenses and Certifications</h4> <p>You have not added any licenses and certifications.</p> <p style="text-align: center;"><a href="#">Add Licenses and Certifications</a></p>
--

Enter your Licenses and Certification information.

Click the **Done** button.

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

Enter your **VIT Registration / WWC Check** information.

**Note:** Interstate Registrant - This is for applicants who are qualified teachers from other states who do not hold a VIT but hold the interstate equivalent. This will identify they are an interstate registrant.

For Victorian teacher applicants, a current VIT is required.

Click the **Done** button.

VIT Registration / WWC Check		
VIT/WWC	Registration Type	Card Number
VIT Registration	Registered teacher	123456

**Note:** If you don't currently hold VIT registration and you are a qualified teacher visit the [vit.vic.edu.au](http://vit.vic.edu.au) website for more information.

Click the **Add Language Skills** button.

**Language Skills**

You have not added any language skills.

[Add Language Skills](#)

Enter your language skills information.

Cancel
**Add Language Skills**
Done

\*Evaluation Date

\*Language

Reading Proficiency

Speaking Proficiency

Writing Proficiency

Native Language

Able To Translate

Able To Teach

Click the **Done** button.

Click the **Next** button to move to Step 6.

## Step 6 of 9 – Questionnaire

Select the correct radio buttons for you.

**Note:** This is a mandatory question. If you have Excess or Compassionate status, you are required to provide your Employee ID.

Click the **Next** button to go to Step 7.

## Step 7 of 9 – Work Experience

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

Click the **Add Work Experience** button.

Add your work experience information.

Click the **Done** button.

Click the **Add Reference** button.

You can add your reference information.

Click the **Done** button.

Click **Next** to move to Step 8.

## Step 8 of 9 – Subjects/Duties

**Note:** You must enter at least one **subject/duty** to progress to the next step.

Click on the **Add Subjects/Duties** button.

**Step 8 of 9: Subjects/Duties**

**Subjects/Duties**

You have not added any subjects/duties.  
Note: For Teaching and Tutor roles, ensure subjects/duties are selected.

**Add Subjects/Duties**

Ensure selections are made relevant to the school type that you wish to be considered for (primary, secondary, and/or special schools).

Click on the **Subject/Duty look up** button.

Select your **Subject/Duty**.

Click on the **Level look up** button.

Select your **Level**.

Click the **Done** button.

**Step 8 of 9: Subjects/Duties**

Subjects/Duties

+

Subject/Duty	Level
Generalist - Primary Teaching	>

Click **Next** to move to Step 9.

### Step 9 of 9 – Review/Submit

At Step 9, 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** or the **Modify** icon in each section. To submit your application

Click the **Submit** button.

Save as Draft < Previous Submit

Thank you for your interest. Review your application and make any changes before submitting.

**Step 9 of 9: Review and Submit**

- ▼ My Contact Information
 

Email	Address		
Phone	Contact Method		Modify
- ▶ Cover Letter and Resume/CV
- ▶ Preferences
- ▶ Education History
- ▶ Work Experience
- ▶ Post-Secondary Education
- ▶ Licenses and Certifications
- ▶ Language Skills
- ▶ Role Types
- ▶ Subjects/Duties
- ▶ VIT Registration / WWC Check
- ▶ References
- ▶ Employment Questionnaire

## Application submitted confirmation

After you have completed and successfully submitted your details to the Job Opportunities Pool, a confirmation message will appear on the screen.

**Application Confirmation**

You have successfully submitted your job application

**Jobs Applied For**

	Job Title	Application Date
	You have submitted an application for job opportunities.	03/10/2022

[Careers](#)
[View Submitted Application](#)

You will receive an email confirming your Resume has been added to the ROL Job Opportunities Pool.

Dear Catherine Smith,

Thank you for registering in the Job Opportunities Pool. We appreciate the effort you have put into your application and are pleased to inform you that it has been received.

Below is a summary of your preferences in your job application. These details will be used to match you to available vacancies.

Preference	Value
Preferred Start Date	24-Apr-2023
Type of Job Opportunity	Any
Type of Employment	Either
Working Days	M, T, W, Th, F
Working Hours	38
Location Preference	South-Western Victoria Region
Role Type	Graduate Teacher, Primary Teacher
Subject Duty	Generalist - Primary Teaching

You have also indicated that you are open to being considered by schools not listed within your initial preferences and that you are willing to consider relocation to a school with departmental assistance (i.e., incentive payment). Graduate Teacher positions may attract an incentive payment of \$5,650 (pre-tax) for candidates who successfully meet the eligibility criteria set out below.

To be eligible for graduate teacher vacancies, candidates must:

- Have completed their course requirements and graduated within the past 4 years
- Not be employed as a teacher by the department at the time the advertised position is to commence
- Commit to a minimum of one year employment with a Victorian government school to retain the incentive
- Hold (or be eligible for) provisional or full registration with the Victorian Institute of Teaching (VIT)
- Be a new employee to the school
- Not be a Graduate Teacher Incentive recipient from a previous vacancy.

Below are steps to help guide you in updating/reviewing your Job Opportunities Pool application:

1. Login to your account via [Careers Portal](#).
2. Navigate to My Activities.
3. Click the 'Edit' button for your Job Opportunities Pool application.

If you have any questions or concerns regarding your application or our recruitment process, please do not hesitate to contact Schools Recruitment via email [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) or phone 1800 641 943.

Regards,  
Schools Recruitment

NOTE: Please do not reply directly to this email. This is a system generated email sent from an unattended mailbox.

Click the **View Submitted Application** to see the Application Summary.

Click the **Careers** link on the confirmation message to return to the **Careers Home** screen.

	View Jobs Posted in Last 7 Days	>
	View All Jobs	>
	My Job Notifications	>
	Apply to Job Opportunities Pool	>
	My Activities	7 >
	My Favorite Jobs	>
	My Saved Searches	>
	My Contact Information	>

Your profile is now complete.

### My Activities view

In the **Careers Home** screen, click the **My Activities** link.

Your Job Opportunities Pool profile will appear here.

My Activities							
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application
Job Opportunity			Submitted	04/08/2023 10:05AM	04/08/2023 4:26PM		<input type="button" value="Edit"/> <input type="button" value="Withdraw"/> <input type="button" value="&gt;"/>

## Edit your Job Opportunities Pool profile

You can **edit** your profile.

My Activities							
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application
Job Opportunity			Submitted	04/08/2023 10:05AM	04/08/2023 4:26PM		<input type="button" value="Edit"/> <input type="button" value="Withdraw"/> <input type="button" value="&gt;"/>

To edit your submitted profile, click on the **Edit** button.

Click on the section you wish to edit, make your changes, and once satisfied with your profile click **Submit**.

Once you have clicked **Submit** you will receive a confirmation message as details above.

## Withdraw your Job Opportunities Pool profile

You can **Withdraw** your profile.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Edit Application	Withdraw Application
Job Opportunity			Submitted	04/08/2023 10:05AM	04/08/2023 4:26PM		Edit	Withdraw

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

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

Click the **OK** button if you wish to continue.

Once your profile is withdrawn you can resubmit at a later date.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Resubmit
Job Opportunity			Withdrawn	03/10/2022 2:24PM	03/10/2022 4:04PM	03/10/2022 4:18PM	Resubmit

If you do wish to resubmit, click the resubmit button which will direct you to the start of the application process.

**Reminder:** When resubmitting, ensure you review your entered data.

**Note:** The steps above will withdraw your profile from the Job Opportunities Pool. This means you will not be auto matched to any future TRI vacancies, nor will schools be able to search for and see your Job Opportunities Pool profile. For step by step instructions on how to withdraw from a specific auto match vacancy go to [Withdraw from an auto matched vacancy](#).

## Graduate Teachers

If you are a graduate teacher who has completed their course requirements and graduated in the last 4 years, you may be eligible to be considered for Graduate Teacher vacancies. To ensure you are matched to graduate teacher vacancies through the Job Opportunities Pool, you must:

- Select the Role Type **Graduate Teacher** in addition to Primary, Secondary, and/or Special School Teacher
- Select subjects/duties for the school type and position. For example
  - Select **Generalist Primary** for primary schools,
  - Select specified **Secondary** teaching subject for secondary schools
  - Select the subject/s available with the description including **Special Education** for special schools.

## Auto match

The auto match process runs overnight each day and will match your profile to vacancies that match the preferences you have selected in your profile.

The auto match process will commence once you have submitted your Job Opportunities profile in eduPay.

You will receive emails each time the auto match process has been able to match you to a job.

**VICTORIA** State Government | Department of Education | **Jobs in the Department of Education**

Dear Catherine Smith,

We are reaching out to inform you that we have recently come across one or more job openings that align with your preferences. Based on your details and preferences, our system has matched you to the following vacancy.

If you do not wish to be considered as an applicant for the above vacancy, you may withdraw your application.

Below are steps to help guide you in updating/reviewing your Job Opportunities Pool application:

1. Login to your account via [Careers Portal](#).
2. Navigate to My Activities.
3. Click the 'Edit' button for your Job Opportunities Pool application.

If you require assistance, please contact Schools Recruitment via email [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) or phone 1800 641 943.

Position Description	School	Subject/Duty	Role Type	Full/Part Time	Employee Type	Classification	Job No.	
Classroom Teacher	Footscray Primary School	Generalist - Primary Teaching	Graduate Teacher/ Primary Teacher	Full-Time	Ongoing	Classroom Teacher	1377386	<a href="#">View/Withdraw</a>
Graduate Teacher Program	Flemington Primary School	Generalist - Primary Teaching/ Physical Education	Graduate Teacher	Full-Time	Ongoing	Graduate Teacher Program	1377387	<a href="#">View/Withdraw</a>
Classroom Teacher	Ballarat Primary School	Generalist - Primary Teaching	Graduate Teacher/ Primary Teacher	Full-Time	Ongoing	Classroom Teacher	1377388	<a href="#">View/Withdraw</a>

**Note:**  
- A maximum of 300 Job openings are included in Auto Match emails.

Regards,  
Schools Recruitment

The email has instructions to assist you in updating or reviewing your Job Opportunities profile.

The jobs you have been linked to show under the Job Openings Link and contains the Position Description, school, Subject/Duties, Role Type, time fraction, employment type, classification, and Job Opening number.

If you are interested in the position/s you have been linked to you can click the **View/Withdraw** link to view the Job Description page. This page gives you detailed information on the vacancy and includes the Job postings such as:

- Selection Criteria
- Program Benefits (Graduate vacancies)
- Role
- Responsibilities
- Who May Apply
- EEO and OHS Commitment
- Child Safe Standards
- DE Values
- Other Information
- Conditions of Employment
- VIT LANTITE.

You will not need to do anything further at this stage. The school will commence their shortlisting process and you will be notified of the results of the shortlisting process.

**Note:** Applicants will be required to address the Selection Criteria if invited to an interview.

## Withdraw from an auto matched vacancy

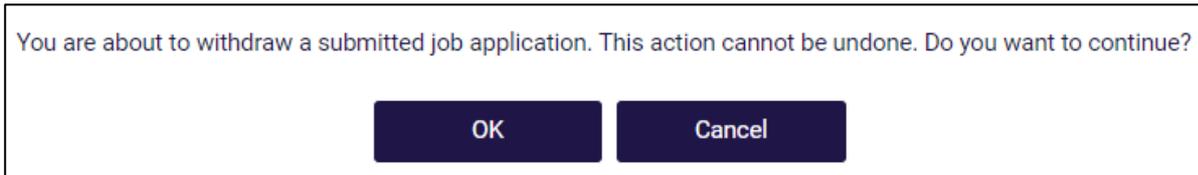
If you are not interested in any of the positions you have been matched to, you will need to withdraw from the position.

**Note:** The following steps will withdraw you from a specific vacancy. For step by step instructions on how to withdraw your Job Opportunity Profile from the Job Opportunities Pool go to the [Withdraw your Job Opportunities Pool profile](#).

Click the **View/Withdraw** link. This will take you to the Job Description page. Click the **Withdraw** button.



The following message will appear:



Click the **OK** button if you wish to withdraw your interest in the position.

You will no longer be matched to this vacancy.

**Note:** The auto match process will run for a minimum of 3 days so if you are matched to different positions, you may receive multiple emails.

You can revise your profile if the jobs you are being matched to are not what you were expecting. To revise/amend your Job Opportunities Pool profile:

- Login to your account via the Careers Portal
- Navigate to My Activities
- Click the 'Edit' button for your Job Opportunities Pool application.

Follow the step by step instructions detailed above.

## Assistance

For further assistance regarding the Teacher Recruitment Initiative contact the Schools Workforce Initiatives:

**Phone:** 03 7022 5555

**Email:** [swg\\_policy.initiatives@education.vic.gov.au](mailto:swg_policy.initiatives@education.vic.gov.au)