School Jobs Vic

Job Search

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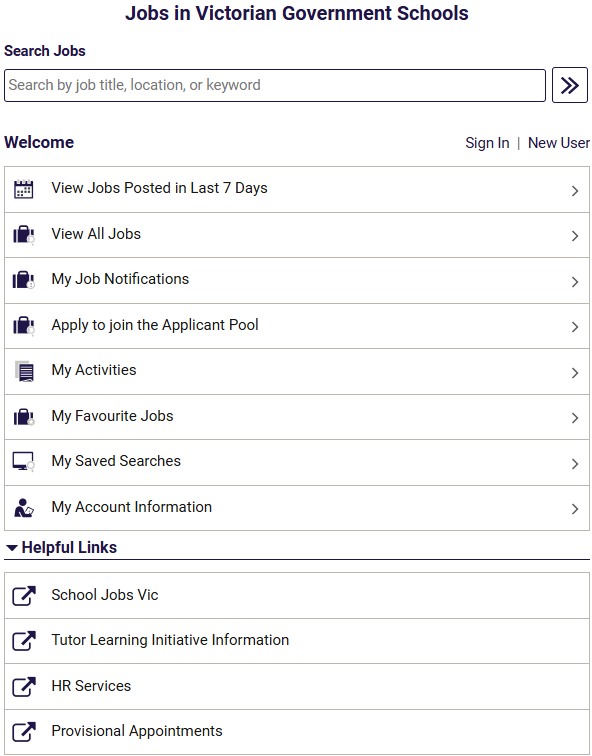
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School Jobs Vic is the department’s recruitment platform for Victorian government school jobs. School Jobs Vic allows you to:

* Search and apply for advertised vacancies
* Be notified of relevant new vacancies by setting up a job alert via **My Saved Searches.**
* Create a profile in the Applicant Pool for school recruiters to search and consider for short term vacancies
* Be matched to jobs based on your preferences in your Applicant Pool profile (available to classroom teachers)

# Navigation

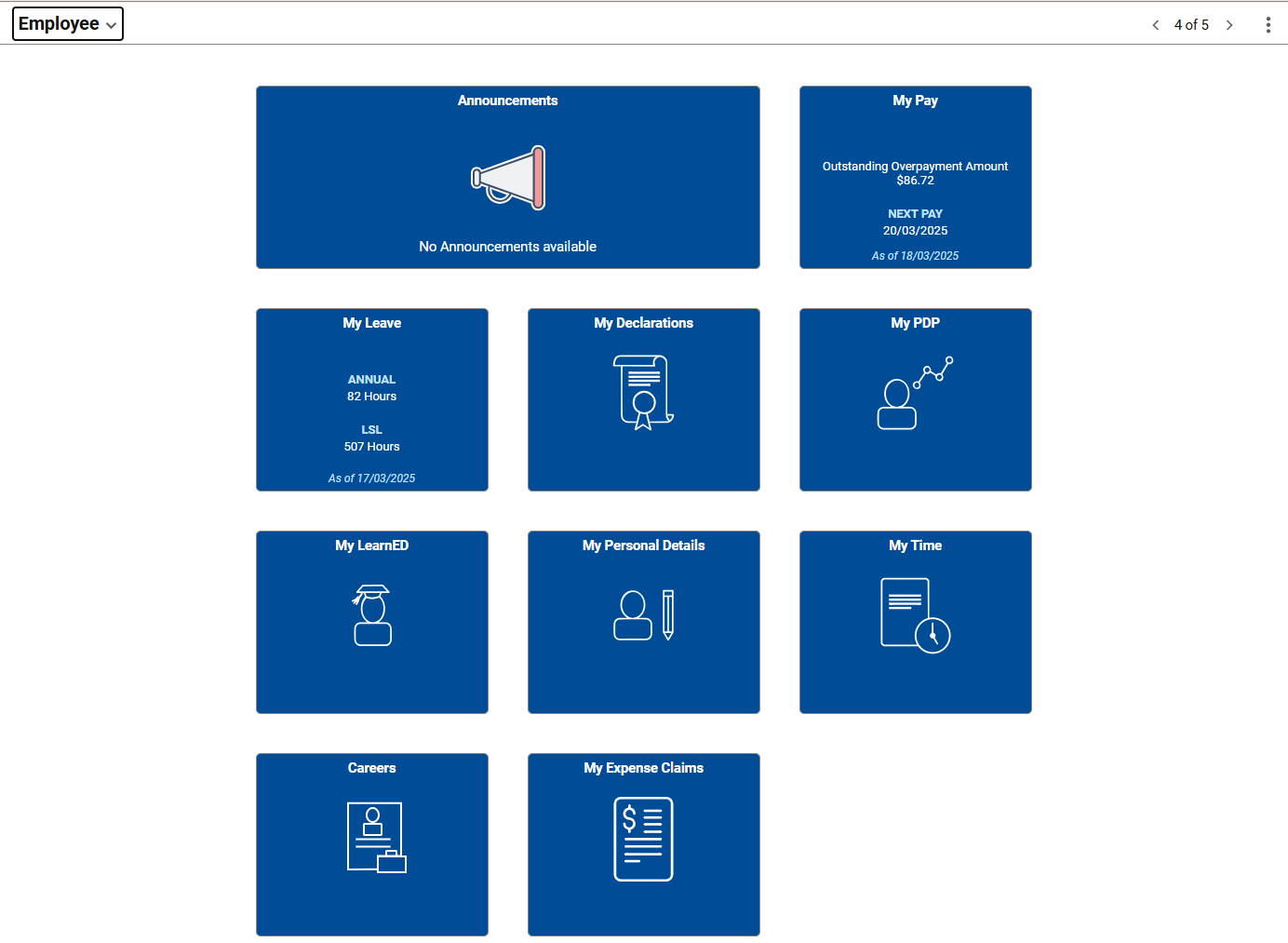
Applicants can access School Jobs Vic through the following link: <https://www.vic.gov.au/school-jobs>

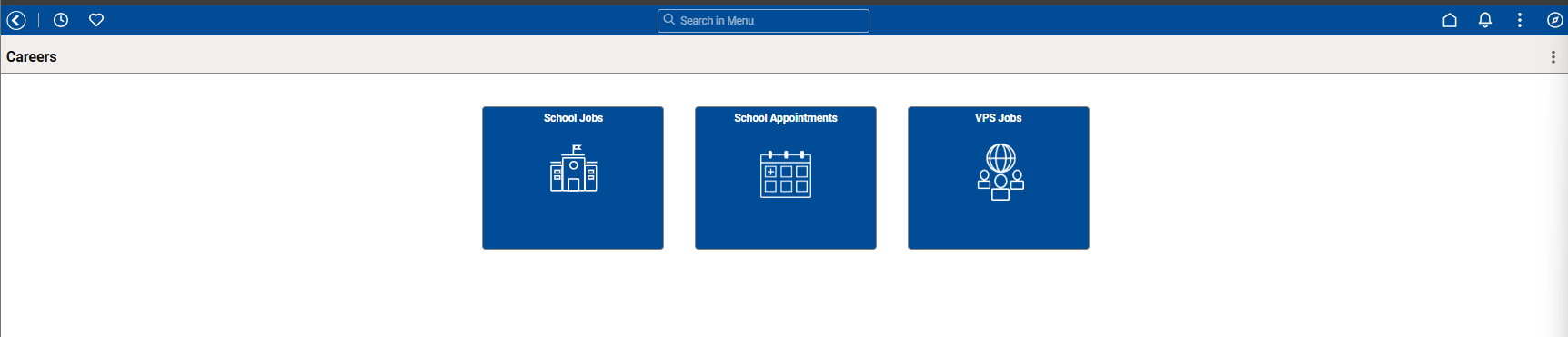


On the School Jobs Vic careers portal, Applicants wanting to search for jobs, can either:

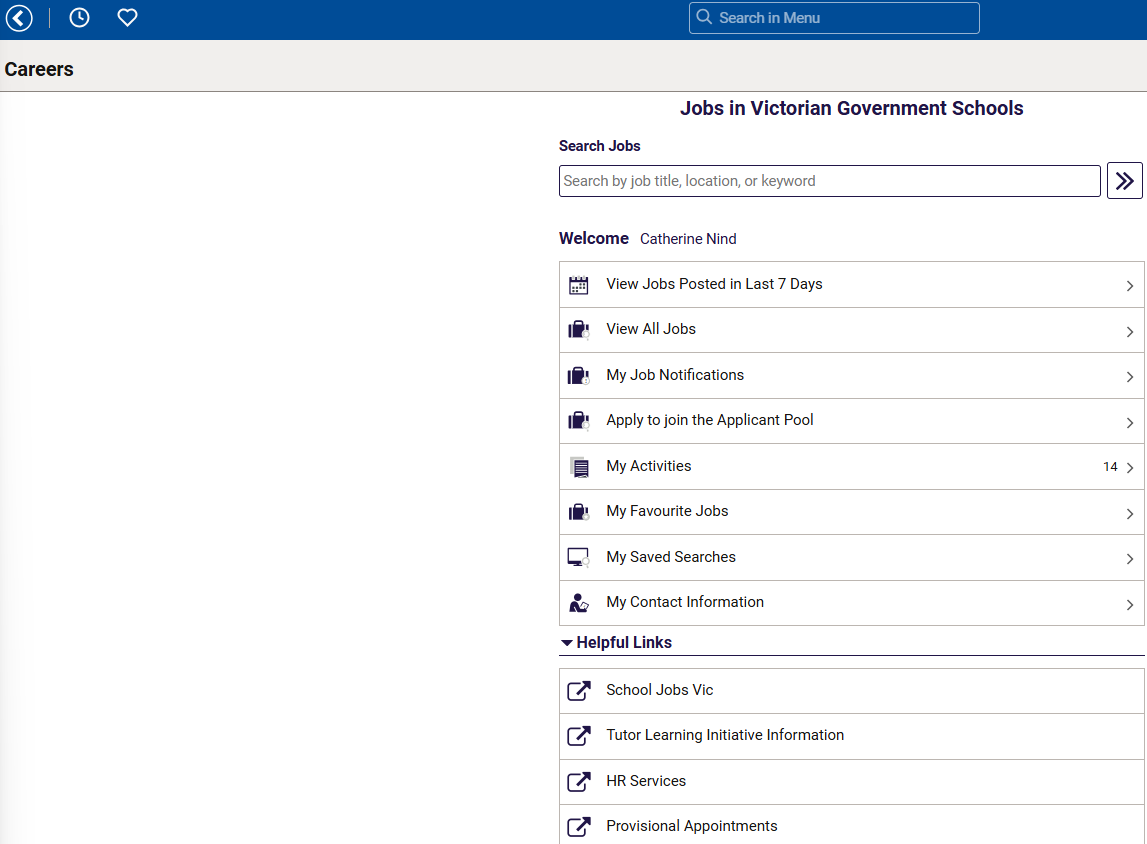
* Click on ‘View Jobs Posted in Last 7 Days’
* Click on ‘View All Jobs’
* Enter either job title, location or keyword into the search section.

**Note:** Internal applicants that have a DE log in ID, can also enter through eduPay. Once logged on to eduPay, internal applicants can navigate via **Employee | Careers | School Jobs**; in order to go to School Jobs Vic through seamless sign on.



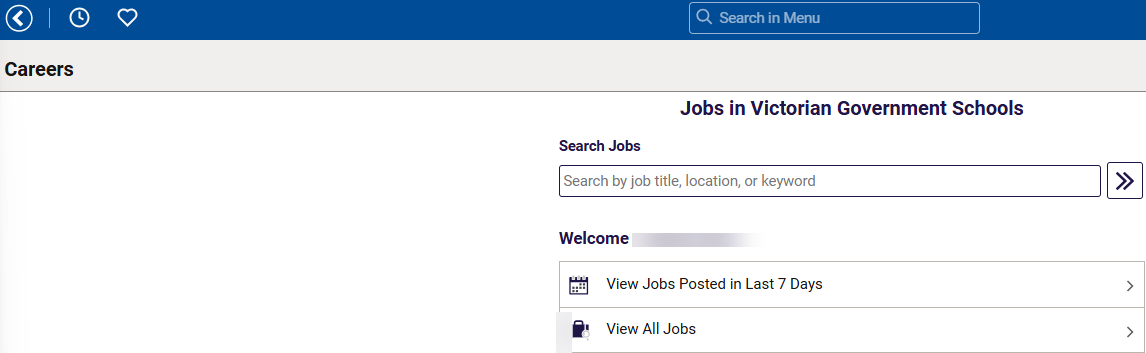


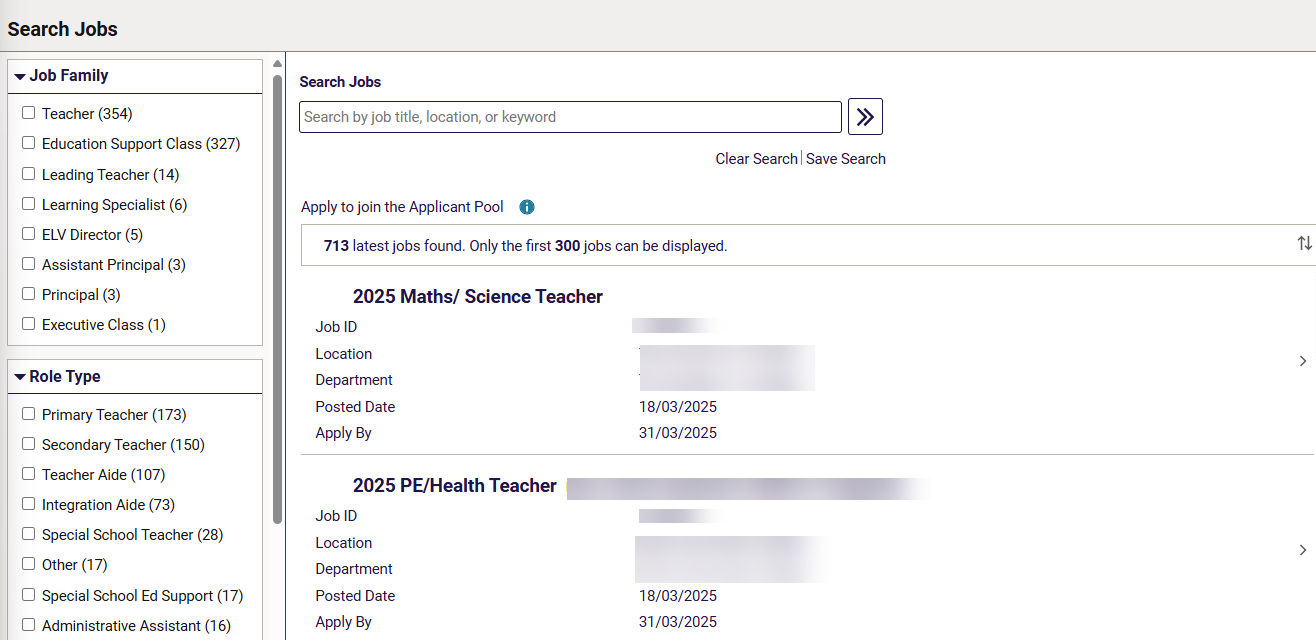
Clicking on **School Jobs** will direct applicants to the School Jobs Vic careers portal.



# Search Job

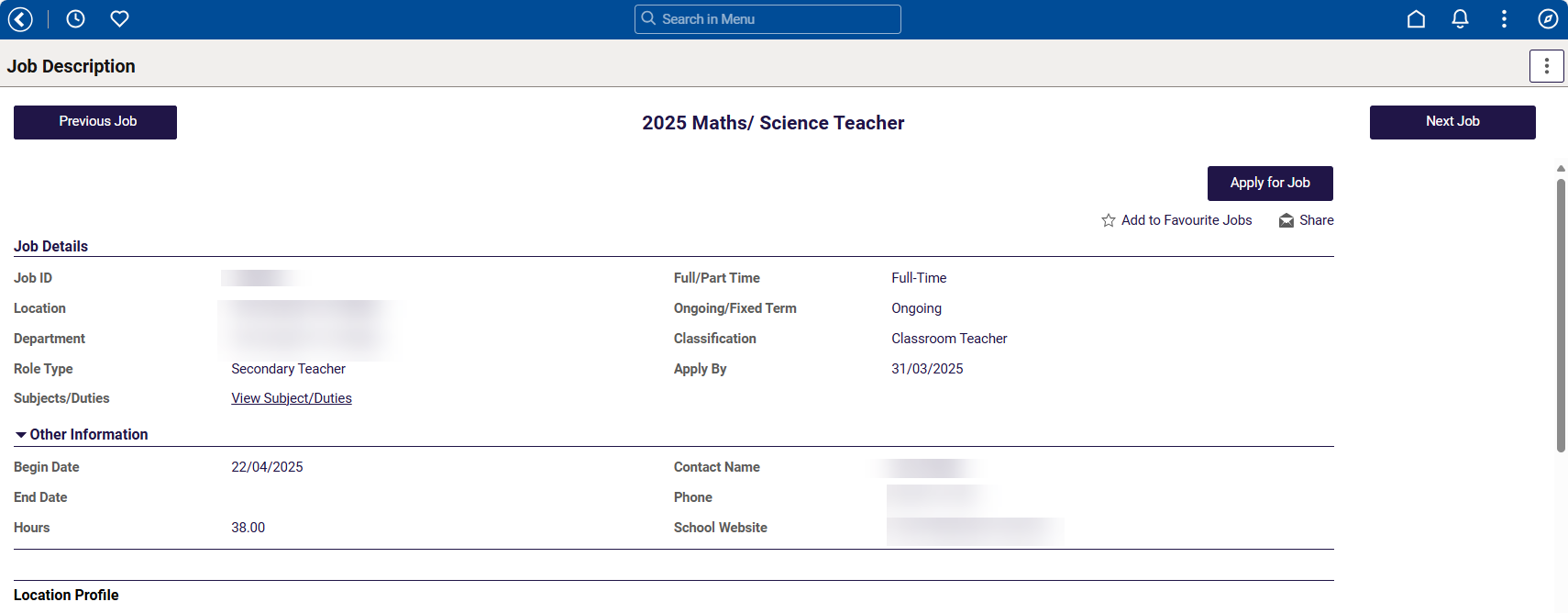
From the School Jobs Vic careers portal, applicants will see a list of advertised jobs based on the search criteria.

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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. Applicants can use the Search Jobs filed if there is a specific job they wish to apply for.

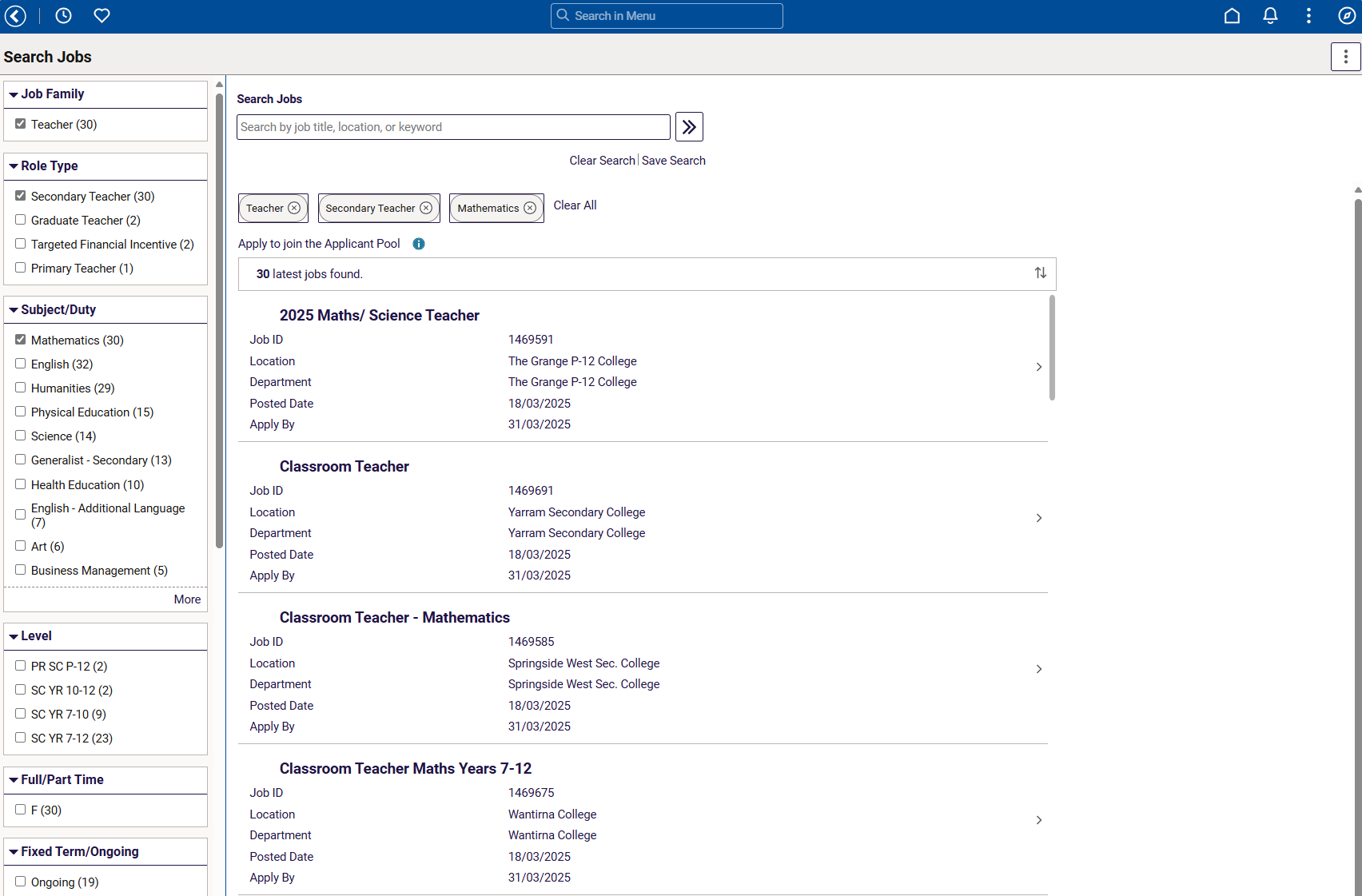
Clicking on the job opening title will take you to the Job description page.

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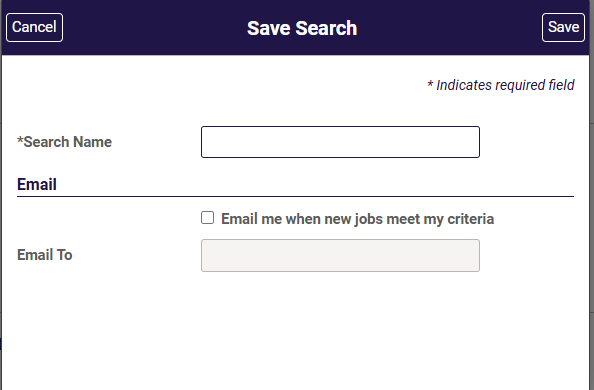
# Saved searches

Applicants can choose to save their search criteria. This can be done by clicking on **Save Search**.

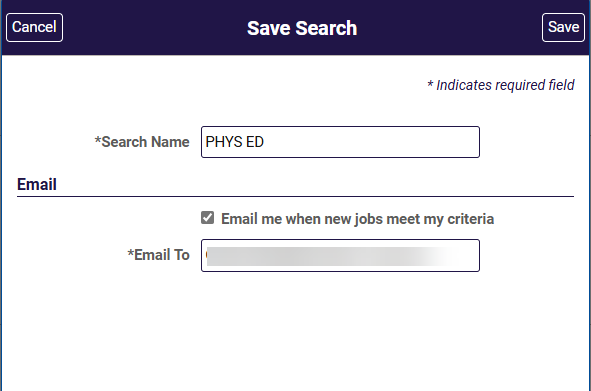
Select your criteria and click Save Search.



Select Enter your criteria and click **Save Search**.



Enter the search name and click the **Save** button.

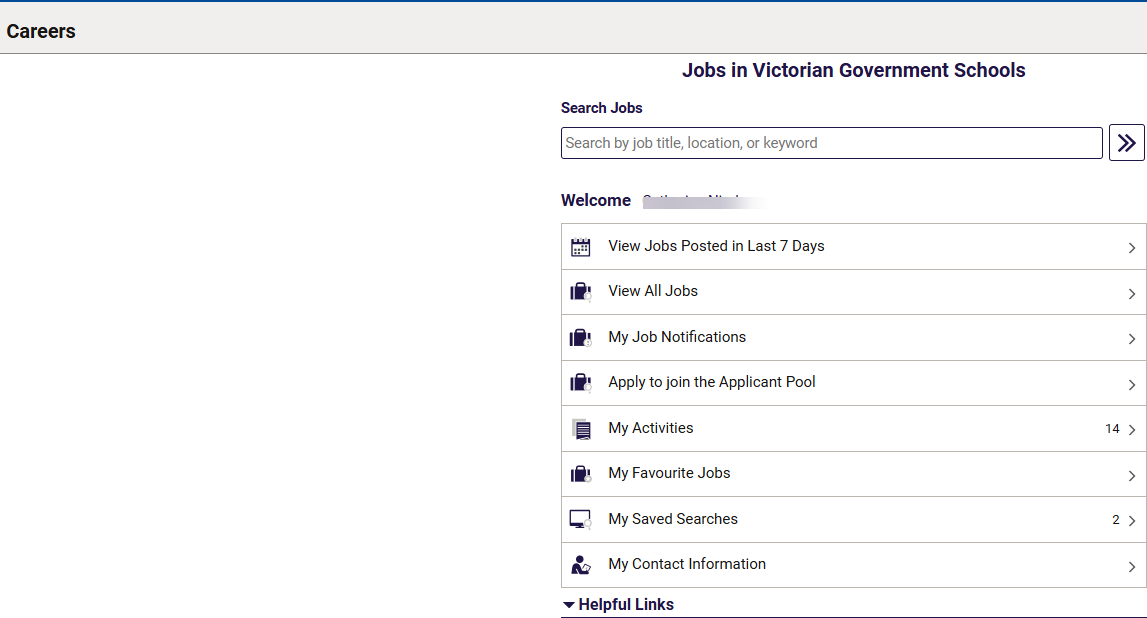


Applicants can choose to have this search criteria as their Job Search agent and will be emailed when new jobs meet the saved criteria.

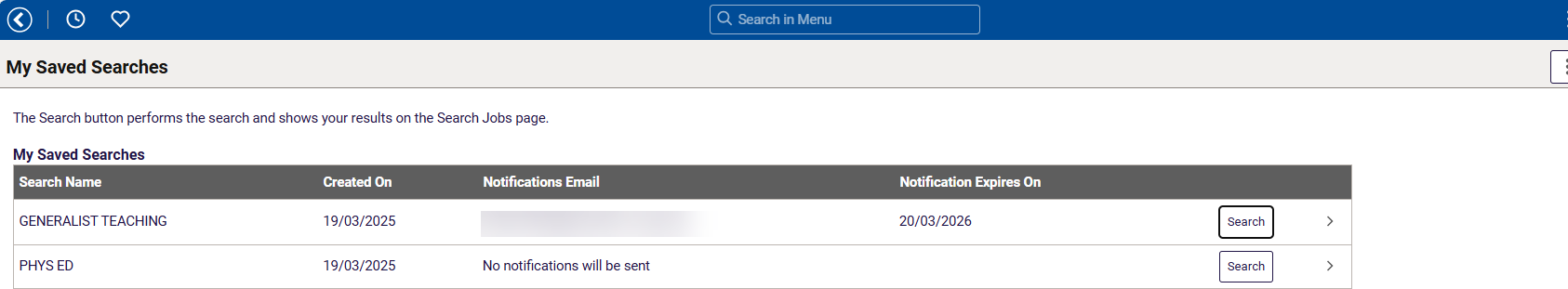
**Note:** All search notifications expire after 12 months by default.

# View and update a saved search

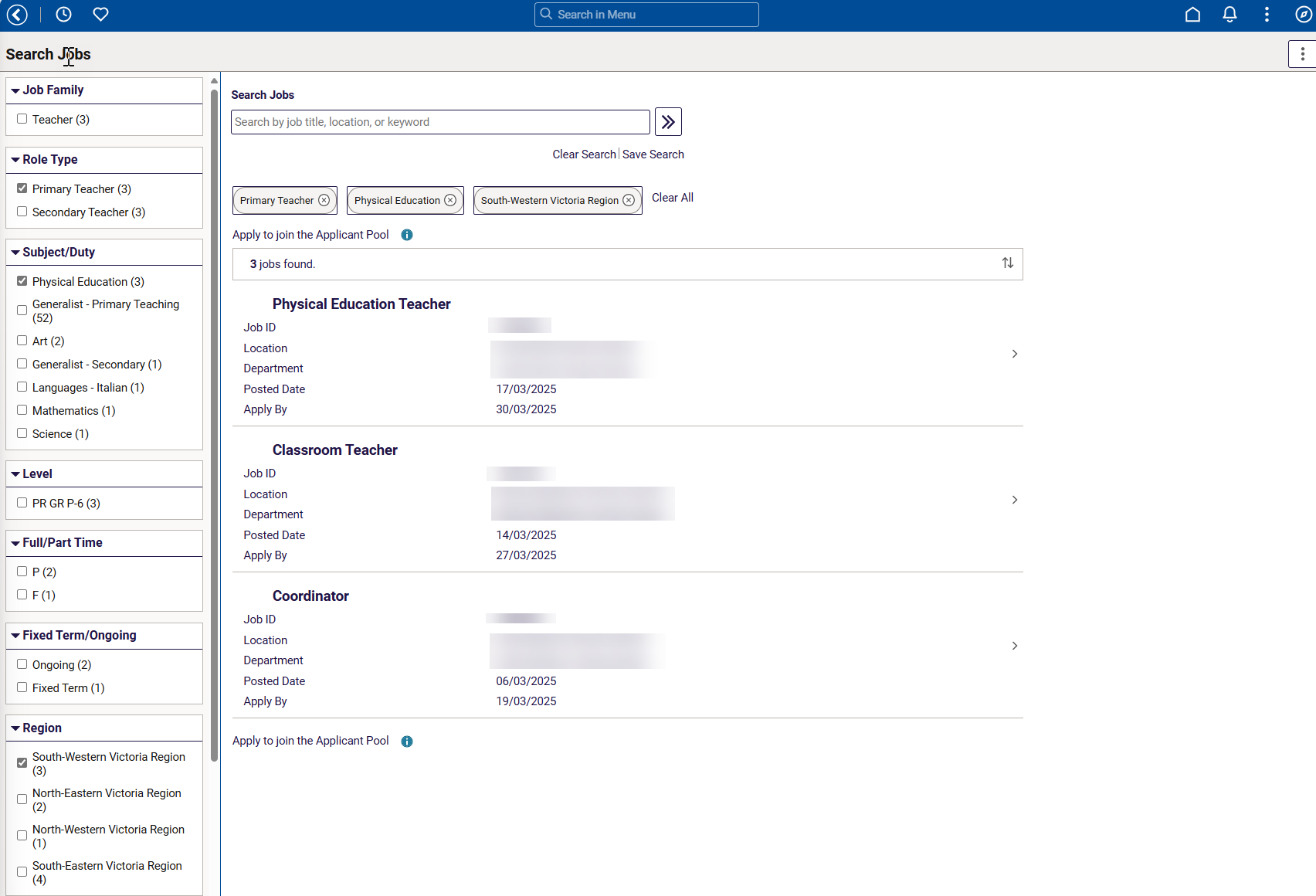
To view an existing saved search, navigate to the **School Jobs Vic careers portal.** Click the **My Saved Searches** link.

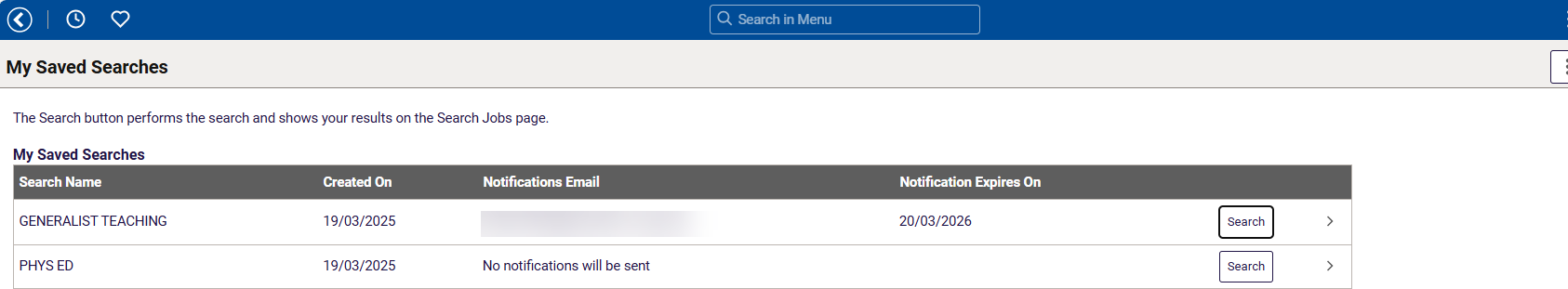


A list of all your saved searches will appear.

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

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To change details of your saved search criteria, click on the **>** icon. ****

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You can change search name, determine if you want the search to be emailed, or delete the search.