

School Jobs Vic

Job Search

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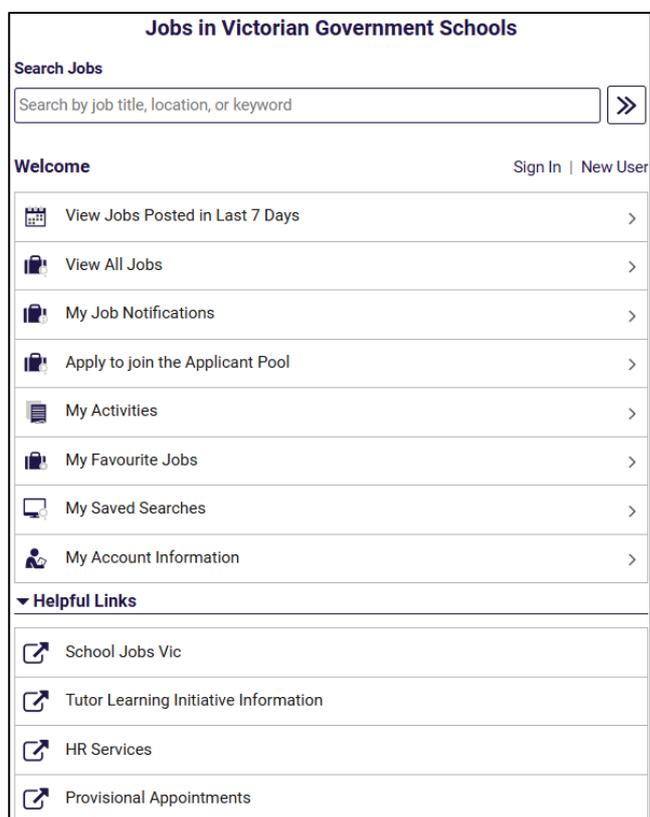
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School Jobs Vic is the department's recruitment platform for Victorian government school jobs. School Jobs Vic allows you to:

- 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>

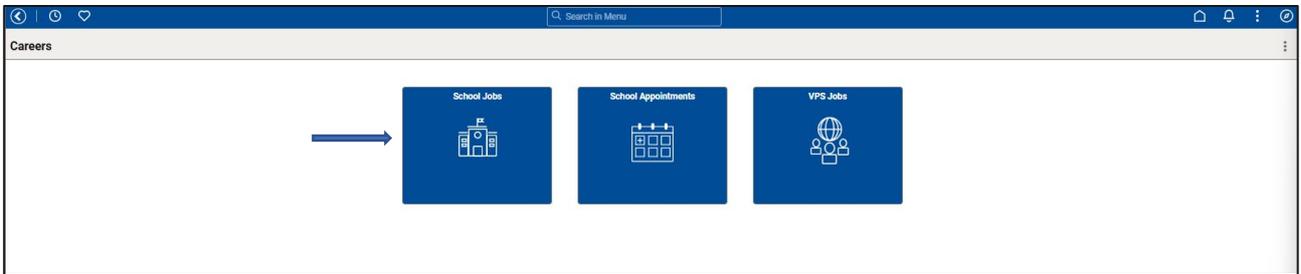
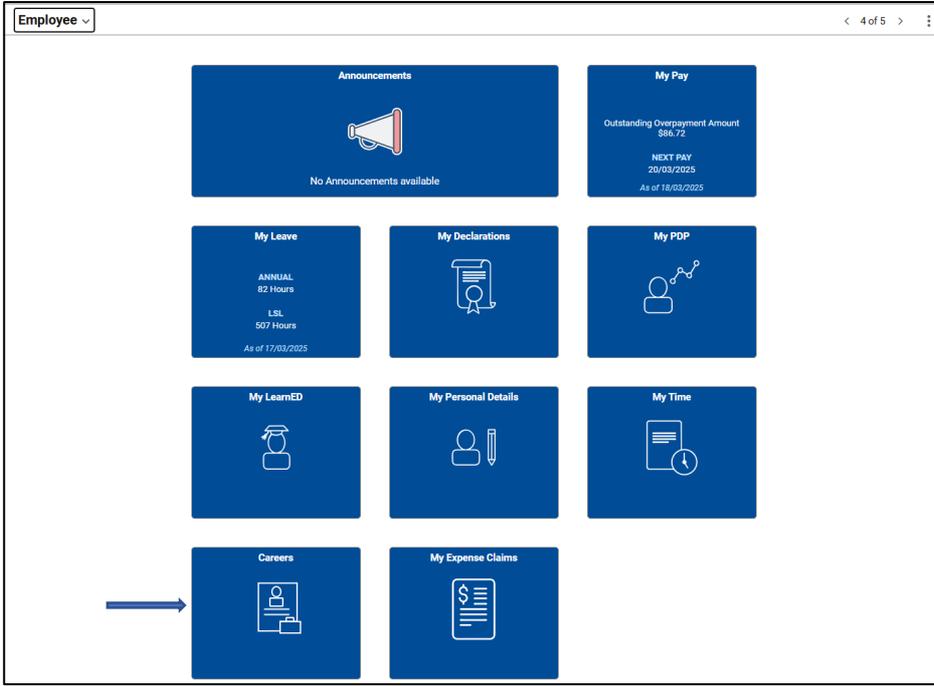


The screenshot shows the 'Jobs in Victorian Government Schools' portal. At the top, there is a 'Search Jobs' section with a search bar containing the placeholder text 'Search by job title, location, or keyword' and a search button with a double arrow icon. Below this is a 'Welcome' section with links for 'Sign In' and 'New User'. The main navigation menu consists of several items, each with an icon and a right-pointing arrow: 'View Jobs Posted in Last 7 Days' (calendar icon), 'View All Jobs' (briefcase icon), 'My Job Notifications' (bell icon), 'Apply to join the Applicant Pool' (briefcase icon), 'My Activities' (list icon), 'My Favourite Jobs' (briefcase icon), 'My Saved Searches' (magnifying glass icon), and 'My Account Information' (person icon). Below the navigation menu is a 'Helpful Links' section with a dropdown arrow, containing four links: 'School Jobs Vic' (external link icon), 'Tutor Learning Initiative Information' (external link icon), 'HR Services' (external link icon), and 'Provisional Appointments' (external link icon).

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.

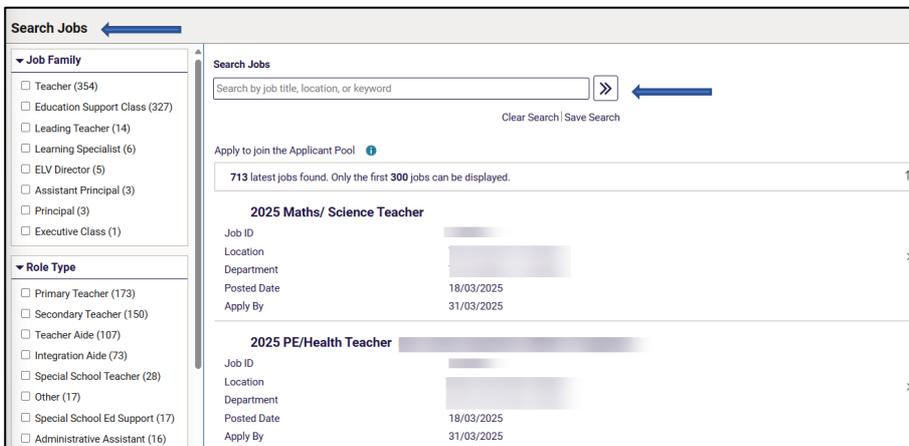
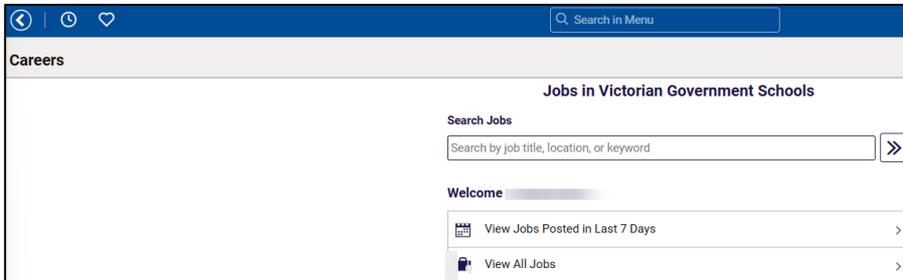


Clicking on **School Jobs** will direct applicants to the School Jobs Vic careers portal.

The screenshot shows a web interface for 'Jobs in Victorian Government Schools'. At the top, there is a blue navigation bar with a search box labeled 'Search in Menu'. Below this, the page title 'Jobs in Victorian Government Schools' is centered. A search bar is provided with the placeholder text 'Search by job title, location, or keyword' and a search button. A 'Welcome' message is displayed for 'Catherine Nind'. A list of user actions is shown, including 'View Jobs Posted in Last 7 Days', 'View All Jobs', 'My Job Notifications', 'Apply to join the Applicant Pool', 'My Activities' (with a count of 14), 'My Favourite Jobs', 'My Saved Searches', and 'My Contact Information'. A 'Helpful Links' section is also present, containing links for 'School Jobs Vic', 'Tutor Learning Initiative Information', 'HR Services', and 'Provisional Appointments'.

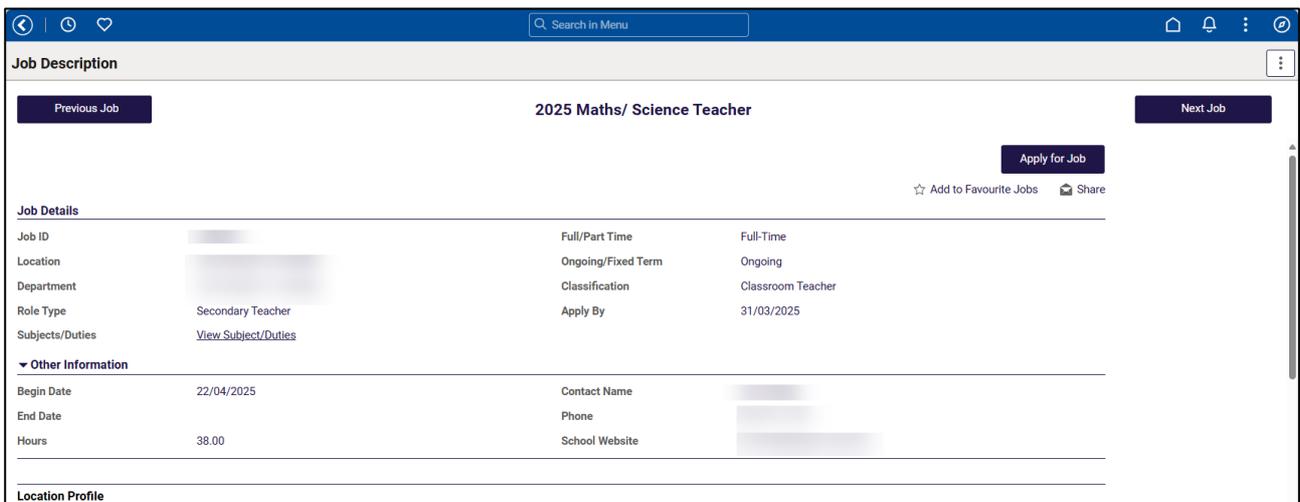
Search Job

From the School Jobs Vic careers portal, 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. 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.



Saved searches

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

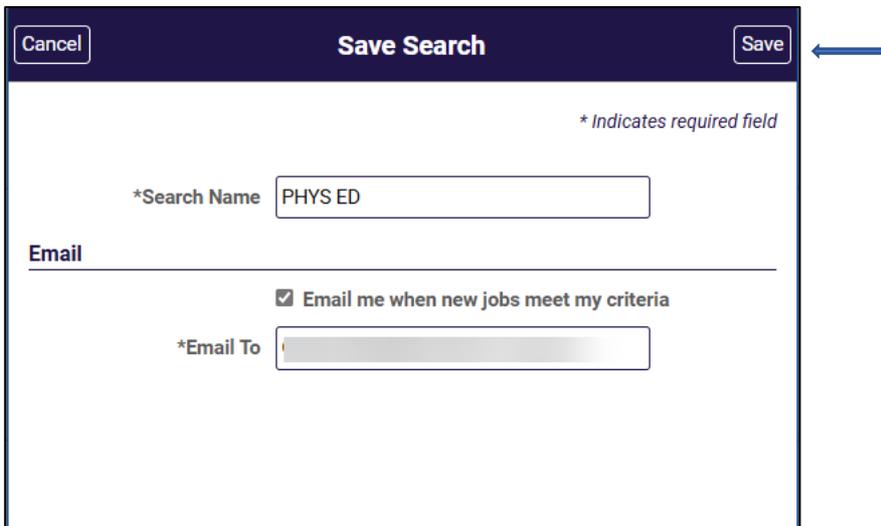
Select your criteria and click Save Search.

The screenshot shows the 'Search Jobs' interface. On the left, there are filter categories: Job Family (Teacher 30), Role Type (Secondary Teacher 30, Graduate Teacher 2, Targeted Financial Incentive 2, Primary Teacher 1), Subject/Duty (Mathematics 30, English 32, Humanities 29, Physical Education 15, Science 14, Generalist - Secondary 13, Health Education 10, English - Additional Language 7, Art 6, Business Management 5), Level (PR SC P-12 2, SC YR 10-12 2, SC YR 7-10 9, SC YR 7-12 23), Full/Part Time (F 30), and Fixed Term/Ongoing (Ongoing 19). The main search area has a search bar with the text 'Search by job title, location, or keyword'. Below the search bar are buttons for 'Clear Search', 'Save Search', and 'Clear All'. The search results show 30 latest jobs found, including '2025 Maths/ Science Teacher', 'Classroom Teacher', 'Classroom Teacher - Mathematics', and 'Classroom Teacher Maths Years 7-12'. Blue arrows point to the 'Save Search' button and the 'Clear All' button.

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

The 'Save Search' dialog box has a dark blue header with 'Cancel' and 'Save' buttons. Below the header, there is a text input field for '*Search Name'. Below that is a horizontal line for 'Email'. Under the 'Email' line, there is a checkbox labeled 'Email me when new jobs meet my criteria'. Below the checkbox is another text input field for 'Email To'. A note '* Indicates required field' is located in the top right corner of the dialog box.

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

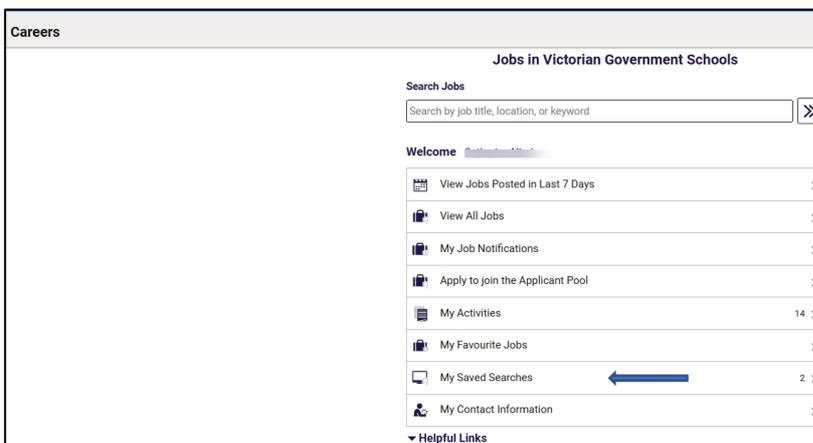


Applicants can choose to have this search criteria as their Job Search agent and will be emailed when new jobs meet the saved criteria.

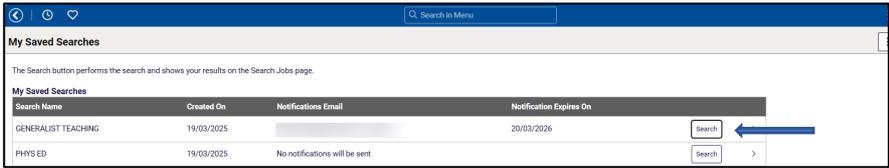
Note: All search notifications expire after 12 months by default.

View and update a saved search

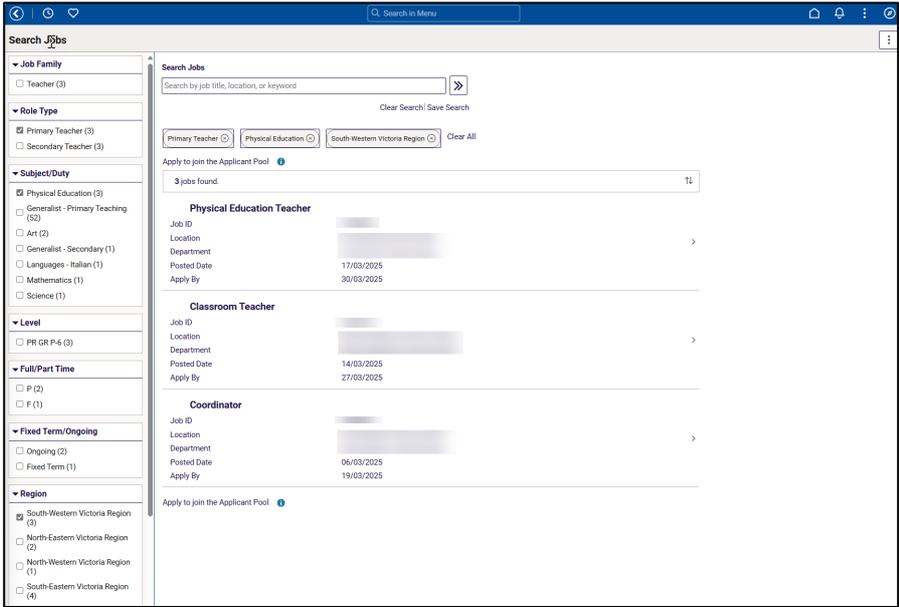
To view an existing saved search, navigate to the **School Jobs Vic careers portal**. Click the **My Saved Searches** link.



A list of all your saved searches will appear.



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



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



Edit Saved Search

Cancel Save

** Indicates required field*

*Search Name

Email

Email me when new jobs meet my criteria

*Email To

Delete

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