

Teacher Recruitment Initiative – Fact Sheet

Applicant

Overview

The Teacher Recruitment Initiative (TRI) is a teacher supply strategy designed to assist schools in recruiting teachers, by streamlining the recruitment process. There are two ways to apply for teaching jobs in Victoria: by submitting your interest in the Job Opportunities Pool under this initiative or by searching and applying for available vacancies.

While both systems use Recruitment Online (ROL), the Job Opportunities Pool enables teachers to create a profile outlining teacher preferences such as desired location, year level, and teaching subjects, to be considered for multiple roles.

What the Teacher Recruitment Initiative offers

The Teacher Recruitment Initiative offers a centralised recruitment platform that matches candidate's preferences and availability with teacher vacancies.

- The TRI will be promoted across various job platforms and ask interested candidates to register their preferences via the Job Opportunities Pool.
- Recruiters can search, shortlist, interview, and recruit candidates without having to advertise locally.
- Candidates submit their interest once (attaching a self-statement/ covering letter and a resume) for all classroom teacher positions and graduate teacher positions in the Job Opportunities Pool, saving the time needed to manage multiple applications.
- The Job Opportunities platform will match candidates' skills and work preferences with teacher vacancies.
- School recruiters will be able to review candidates automatically matched against their vacancies (no searching required; however, there still is an option for recruiters to manually search and link candidates to vacancies).
- Candidates will receive an email notification when linked to vacancies they have been matched to and will be able to withdraw as required.

- Schools can commence reading the applications at any time after the initial match and short list after the minimum matching period of three (3) days.
- Key selection criteria (KSC) are to be incorporated in the interview process as the key element of determining preferred candidates.
- No obligation: Principals may also choose to undertake their own recruitment process as outlined in the Recruitment in Schools guide.
- The Central Schools Recruitment team will be available to support schools throughout the recruitment process.

Merit and Equity

- When vacancies are created, they will be open for three (3) days. Schools may extend the opening period but not decrease it to less than 3 days.
- Principals should inform internal staff of the Job Opportunities available during the open period for vacancies created at the school.
- The alternative recruitment process via the Job Opportunities Pool should be included in school newsletters and school bulletins.
- Interested internal staff should submit their application in the Job Opportunities Pool. Where a late application is received, recruiters can link the late application to the relevant vacancy.
- Recruiters must choose either recruitment method sequentially, not in parallel. Because requirements for KSC apply at different times and in different ways in the recruitment cycle (TRI utilises KSC during the interview whereas a written submission is required for advertised vacancies), this allows a level playing field for applicants.
- If one recruitment method results in a 'no appointment', recruiters may try the alternative recruitment option.

Recruitment in Schools Policy - update

- The current policy allows for schools to advertise vacancies. This includes the requirement for candidates to provide a written statement addressing KSC.
- The policy has been updated to include the alternative recruitment process requirement for selecting and appointing directly from the Job Opportunities Pool.

Benefits for applicants

- A simpler and more efficient way for candidates to apply for multiple vacancies.
- Candidates submit their interest once in the Job Opportunities Pool (attaching a self-statement/ covering letter and a resume), saving the time needed to manage multiple applications.
- There is no requirement for written responses to KSC. The KSC will be used to determine suitability as part of the interview stage.
- Be considered for multiple Job Opportunities in their preferred localities.
- Option to select schools that they do not wish to be visible to.
- Receipt of email notifications when vacancies match against their preferences.
- Candidates can track their applications and withdraw when matched to an unsuitable vacancy.

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