

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

Education

and Training

- 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

State Government

All Applicants can enter through to DET's Recruitment Online portal (Jobs in Victorian Government Schools) via link on HRWeb: <u>http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx</u>

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Store Government and Training	Careers	
	Jobs in a Victorian Governme	ent School
	Search Jobs	
	Search by job title, location, or keyword	>
	Welcome	Sign In New User
	View Jobs Posted in Last 7 Days	>
	View All Jobs	>
	Wy Job Notifications	>
	Mv Activities	>
	I My Favorite Jobs	>
	→ My Saved Searches	>
	🊵 Mv Account Information	>
	Helpful Links	

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.



Quick Reference Guide



© Employee	Careers			â	1	
	School Jobs	School Appointments	VPS Jobs			
			202			
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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.

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	Jobs in a Victorian Government	ichool
	Search Jobs Search by job title, location, or keyword	»
	Welcome Anthony	
	View Jobs Posted in Last 7 Davs	>
	Priew All Jobs	>
	Mv Job Notifications	1 >
	Mv Activities	29 >
	My Favorite Jobs	>
	Wy Saved Searches	2 >
	🏠 My Contact Information	>
	✓ Helpful Links	
	HR Services	
	Provisional Appointments	





SEARCH JOBS

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

Welcome Anthony	
View Jobs Posted in Last 7 Days	>
View All Jobs	>
DL My lob Natifications	1 \

Careers Victor and Training		Search Jobs	:
▼ Job Family	Search Jobs		
Teacher (9)	Search by job title, location, or keywor	d 🔊	
Principal (4)		Clear Search Save Search	
Assistant Principal (3)		Gical Scalut Save Scalut	
Education Support Class (3)	Add your resume to ROL Job Opportun	ities 🕕	
Leading Teacher (2)	22 jobs found.		î↓
Executive Class (1)	Curriculum Coordinator		
▼ Role Type	Job ID	1194153	
After School Care Assistant (5)	Location	Williamstown High School Williamstown High School	>
Assistant Principal (5)	Posted Date	08/31/2020	
Principal (4)	Apply By	09/13/2020	
After School Care Co-ordinator	Education Initiatives		
Primary Teacher (3)	Job ID	1194150	
Gardener (2)	Location	Nilma Primary School	>
	Department Posted Date	Nilma Primary School 08/28/2020	
Secondary Teacher (2)	Apply By	09/10/2020	
Bus Driver (1)	Principal-Range 2		
Business Manager (1)	Job ID	1194149	





2. 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.

Careers		Search Jol	s	
▼ Job Family	Search Jobs			
Teacher (22)	Search by job title, location, or keyword	>		
Education Support Class (21)		Clear Search/ Save Search		
Principal (15)		Citor overce) one overce		
Assistant Principal (11)	Add your resume to ROL Job Opportuniti	es 🛈		
Leading Teacher (5)	75 jobs found.		11	
Executive Class (1)				
	Classroom Teacher			
• Role Type	Job ID Location	1194250 Chinne 7-18 Secondary College		
Primary Teacher (13)	Department	Crusoe 7/10 Secondary College	> 	
Principal (13)	Posted Date	09/18/2020		
Learning Specialist (12)	Apply By	10/01/2020		
Assistant Principal (10)	Coordinator			
Secondary Teacher (7)	Job ID	1194251		
After School Care Assistant (5)	Location	Paynesville Primary School	>	
Business Manager (5)	Department	Paynesville Primary School		
Alter School Care Co-ordinator	Apply By	10/01/2020		
(3)				
Class (3)	Access to Excellence			
Executive Class (2)	Job ID	1194246		
More	Department	Heidelberg Primary School	>	
	Posted Date	09/17/2020		
 Subject/Duty 	Apply By	09/30/2020		
Educational Leadership (11)	Classroom Teacher			
English (6)	Job D	1194249		
Accounting (5)	Location	Crusse 7-10 Secondary College	>	
Agriculture & Horticulture (4)	Department	Crusse 7-10 Secondary College		
Art (4)	Posted Date	09/17/2020		
C the strender (0)	Mahad BA	071/301/20/20		

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

Previous Job Classroom Teacher Next Job						
			Apply for Job			
ob Details			ជា Add to Favorite Jobs 🛛 🚘 Sha			
ob ID	1194250	Full/Part Time	Full-Time			
ocation	Crusoe 7-10 Secondary College	Ongoing/Fixed Term	Ongoing			
epartment	Crusoe 7-10 Secondary College	Classification	Administrative Officer Class A			
ole Type	Secondary Teacher	Apply By	10/01/2020			
ubjects/Duties	View Subject/Duties					
• Other Information	1					
legin Date	09/18/2020	Contact Name	Brad Madden			
		Dhana	0477 705 257			
nd Date		Phone	0477703237			
End Date Hours Location Profile Crusoe College is a 7-10 a name change and majo	38.00 Secondary College in the Bendigo region. Formerly known r uggrade of facilities in 2008. The pasks of the College incl	School Website	www.crusoecollege.vic.edu.au www.crusoecollege.vic.edu.au was merged with Golden Square Secondary College and undertool east one year of learning growth for each year they are at school.			
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Education and Training



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.

Search Jobs	n ing	Search Jobs		:
✓ Job Family	Search Jobs			
✓ Teacher (3)	Search by job title, location, or keyword	>		
▼ Role Type		Clear Search Save Search		
Primary Teacher (3)	Mathematics () Teacher () Clear All			
- Subject/Duty	Add your resume to ROL Job Opportunities	0		
English (6)	3 jobs found.		î↓	
Art (4)				
Accounting (3)	Enrichment Program vesna 11			
	Job ID	1194227		
	Location	Williamstown Primary School	>	
Mathematics (3)	Department	Williamstown Primary School		
Electronics (2)	Posted Date	09/12/2020		
(2) Info Tech - Software Deviment	Apply By	09/25/2020		
Building and Construction (1)	Enrichment Program vesna 11 11	11 33		
Economics (1)	Job ID	1194229		
Human Davidanment (1)	Location	Williamstown Primary School	>	
- Human Development (1)	Department	Williamstown Primary School		
More	Posted Date	09/12/2020		
▼ Level	Apply By	09/25/2020		
	Enrichment Program vesna 11 11	1 22		
- FRGRF-0(3)	Job ID	1194228		
- Full/Part Time	Location	Williamstown Primary School		
	Department	Williamstown Primary School	,	
🗌 F (3)	Posted Date	09/12/2020		
- Dealer	Apply By	09/25/2020		
• Region				
South-Western Victoria Region (3)	Add your resume to ROL Job Opportunities	0		
<				
- Locality				
Hobsons Bay (3)				

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

Job ID		1194227	
Location Department Posted Date	Cancel	Save Search Save	
Apply By	*Search Name	MATH-TEACHER	
Enrichment Pro		Email me when new jobs meet my criteria	
Job ID Location	*Email To	john.smith@gmail.com	
Department			
Posted Date			
Apply By			





4. 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 Jobs	rcation Training	My Saved Sea	arches	:			
The Search button performs the se	The Search button performs the search and shows your results on the Search Jobs page.						
My Saved Searches							
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

1. 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 Jobs	Education and Training	My Saved Sear	ches	:
The Search button performs the	search and shows your results o	on the Search Jobs page.		
My Saved Searches				
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 >

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

TEACHER	09/09/2020	No notifications will be sent		Search >
My Saved Searches	Second are basing	Search Jobs	1	
Job Family Teacher (22) Education Support Class (21) Principal (15) Assistant Principal (11) Leading Teacher (5) Execute Class (1)	Search Jobs Search by job titls, location, or keyword Teacher ® Add your resume to ROL Job Opportunities ®	Clear Search Save Search		
Role Type Primary Teacher (12) Secondary Teacher (6) After School Care Assistant (3) After School Care Co ordinator (3)	22 jolo found. Classroom Teacher Job D Location Departmet: Porad Date Apphr by	1194250 Crisson 7-10 Secondary College Crisson 7-10 Secondary College 99/18/2020 10/10/2020	5	
Teacher Leadership - not Prin Class (1) Subject/Duty English (6) Art (4)	Classroom Teacher Job D Location Dipatrimet: Prozed Date Apply By	1194240 Cresse 7-10 Secondary College Orange 7-10 Secondary College 09/10/2020 09/10/2020		
Accounting (3) Agriculture & Horiculture (3) Mathematics (3) Electronics (2) info Tech - Software Devinent (2)	Classroom Teacher Jeb ID Location Department Posted Date Apply By	1194248 Cresor 210 Secondary College Cresor 210 Secondary College 09/17/2020 09/10/2020	3	
Building and Construction (1) Economics (1) Human Development (1) More Level	Classroom Teacher Jeb iD Location Department Posted Date Apply By	1104247 Omore 710 Secondary College Omore 710 Secondary College 99/12/2020 99/12/2020		





3. 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.

Cancel	Ed	it Saved Search
	*Search Name TEAC	HER
	Email To	
Delete		

