



Creating, Amending or Deleting a Job Search Agent

This document provides step-by-step instructions for creating, amending or deleting a Job Search Agent.

You can use the **Job Search Agent** to set up your own search criteria for job requisitions. The Recruitment Online system will then notify you by email when vacancies meeting your search criteria are available.



You don't need a résumé to use the **Job Search Agent**.



You will frequently see the magnifying glass symbol  in Recruitment Online. This indicates that there is a list of options available for selection. Where there is a long list presented after clicking the  you will also have the option searching for possible entries.

You can also sort all lists by clicking the underlined column header/s. For example, if you select LGA (Local Government Area) in the Location Preferences below, a list of all Victorian LGAs will be returned. Click Region at the top of the Region column to sort in alphabetical order so that the LGAs for each region are listed together for easy selection. Details of Victorian LGAs are available at:

<http://www.doi.vic.gov.au/doi/internet/localgov.nsf/headingpagesdisplay/victorian+local+governments>

Procedure

Step	Action
1.	Sign on to Recruitment Online.
2.	Use the left menu and navigate to the Employee Self Service, Recruiting Activities Home , then select the Job Search Agent link.
3.	Click the Job Category option you are interested in. It is strongly recommended that as a minimum you specify the appropriate Job Category you are interested in. Multiple categories can be selected. All other criteria are optional.
Entering Location Preferences	
1.	To enter location preferences (optional), click the Search By list.
2.	Select your preference of Region, LGA (Local Government Area) or School from the list.
3.	Click the Look up button  to view and select the available options.
4.	In the Search Results table, click on a link to select your desired option.
5.	To enter multiple location options, click the '+' to the right of the  symbol and repeat steps 2 to 4 for each additional option.

Step	Action
Keywords in Job Description	
1.	The system will search the Job Description entered by schools for word/s entered into the Keyword field. It is generally better to use the other criteria options.
Other Miscellaneous Criteria	
1.	Job Title allows you to specify the Classification Level of the position you are interested in. Classifications are specified in the Certified Agreement for the Job Category. More information on Classifications is available on HRWeb .
2.	Click the Employment Type list to limit your search to Ongoing, Fixed Term or Student Practicum employment.
3.	Click the Full/Part Time Status list to limit your search to either of these options.
4.	Minimum Salary – Not all job postings will have a specified salary range. Choosing the minimum salary requirement may restrict opportunities that are available to you.
Subjects/Duties (Competencies)	
1.	Click the Look up button  to search, view and select the available options.
2.	<p>When the search page opens use the Search By field to search by Competency, Competency Category or Competency Code. Selecting the Competency Category opens a further search field where you can select the following categories from a list:</p> <ul style="list-style-type: none"> • Principal • SSO Duty • Teaching • Teaching/SSO <p>When you have made your selection/s, click the Look Up button</p>
3.	In the Search Results table, click on a link to select your desired option.
4.	The Level field allows you to specify year levels for teaching positions.
5.	To enter multiple Subject/Duty options, click the ‘+’ to the right of the  symbol and repeat steps 1 to 4 for each additional option.

Saving your criteria

Step	Action
1.	Once you have entered all your search criteria Click the Save button.
2.	You have now successfully set up a job search agent.
3.	Once you have set up a Job Search Agent , you will be sent a daily email listing vacancies posted the previous day that match your search criteria. The email will include a link to Recruitment Online to view the details of these vacancies. Note: The first search results will not be sent until the next day. After this, search results will be sent to you on a daily basis.
4.	Results of your job search agent can also be viewed using the Job Search Agent Results page. The results page lists all currently available job vacancies identified by your Job Search Agent i.e. it is a cumulative list with the new postings identified each day and vacancies that have closed, having been removed.

Changing Your Job Search Agent

Step	Action
1.	Sign on to Recruitment Online.
2.	Use the left menu and navigate to the Employee Self Service, Recruiting Activities Home , then select the Job Search Agent link.
3.	To amend your criteria, follow the procedures above for setting up a Job Search Agent . When Saved the new criteria will replace the previous version.

Deleting Your Job Search Agent

Step	Action
1.	Sign on to Recruitment Online.
2.	Use the left menu and navigate to the Employee Self Service, Recruiting Activities Home , then select the Job Search Agent link.
3.	Scroll down to the bottom of the Job Search Agent page and select the Delete button.