



Recruitment Online (ROL)

Applicant Help Manual

Disclaimer: While all attempts have been made to ensure that all content is correct, there may be, due to any system changes made and approved an impact on the visual representation or the functionality of the software.

Contents

RECRUITMENT ONLINE (ROL) FUNCTIONS	4
END TO END RECRUITMENT PROCESS	5
RECRUITMENT ONLINE NAVIGATION.....	6
APPLICANT ACTIVITIES	7
REGISTERING AS EXTERNAL USER	8
CURRENT EMPLOYEES.....	9
CHANGE/FORGOT MY PASSWORD.....	10
SETTING UP A PROFILE	11
SEARCHING FOR AVAILABLE JOBS.....	13
BASIC SEARCH	13
ADVANCED SEARCH.....	16
SAVING A SEARCH	18
<i>Job Search Agent</i>	19
RETRIEVING SAVED SEARCHES	21
SAVING JOBS	21
CREATING AN ONLINE RESUME.....	23
ACCESSING “MY ONLINE RESUME”	24
NAVIGATING THROUGH YOUR ONLINE RESUME.....	25
SELF IDENTIFICATION SECTION	26
PREFERENCES SECTION	27
<i>Employment Preference</i>	27
<i>Location Preference</i>	28
<i>Subject/Duty Preference</i>	31
<i>Education Section</i>	31
<i>Highest Education Level</i>	33
<i>Post Secondary Education</i>	33
<i>Teaching Methods</i>	35
<i>Licenses and Certificates</i>	36
LANGUAGES SECTION	37
EMPLOYMENT HISTORY SECTION.....	38
ATTACHMENTS SECTION	40
SAVING YOUR ONLINE RESUME	42
SUBMITTING YOUR ONLINE RESUME INTO TALENT POOL.....	42
WITHDRAWING YOUR ONLINE RESUME FROM THE TALENT POOL	43
APPLYING FOR AN ADVERTISED POSITION.....	44
SUBJECT/DUTIES SECTION.....	45
ONLINE QUESTIONNAIRE SECTION	46
ATTACHMENTS SECTION	46
SUBMITTING YOUR APPLICATION	48
CHECK THE STATUS OF YOUR APPLICATION	49
WITHDRAWING YOUR APPLICATION	51
PROVISIONAL APPOINTMENTS.....	52
EXCESS REFERRAL.....	53
TROUBLE SHOOTING.....	54
ASSISTANCE FOR APPLICANTS.....	54
TIME-OUT / AUTOMATIC LOGOUT	54
ACCESSING RECRUITMENT ONLINE USING TEACHER LAPTOPS.....	54
USING INTERNET BROWSER CONTROLS	54
SORTING RESULTS IN LISTS.....	54
REFINING SEARCH CRITERIA	54

Recruitment Online (ROL) Functions

Recruitment Online enables the following functionality:

For internal and external applicants to:

- View information about current job openings in Schools.
- Search for job openings that match their interests.
- Save job search criteria.
- Save job openings.
- Save online resumes before they have been completed.
- Submit job applications for specific job openings.
- Submit resumes to the Talent Pool.
- Attach responses to Selection Criteria, employment references, cover letters, and other documents.
- Maintain and update their personal profile information

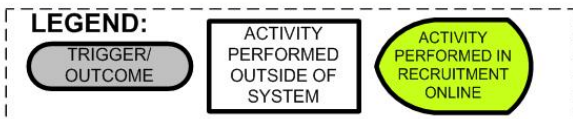
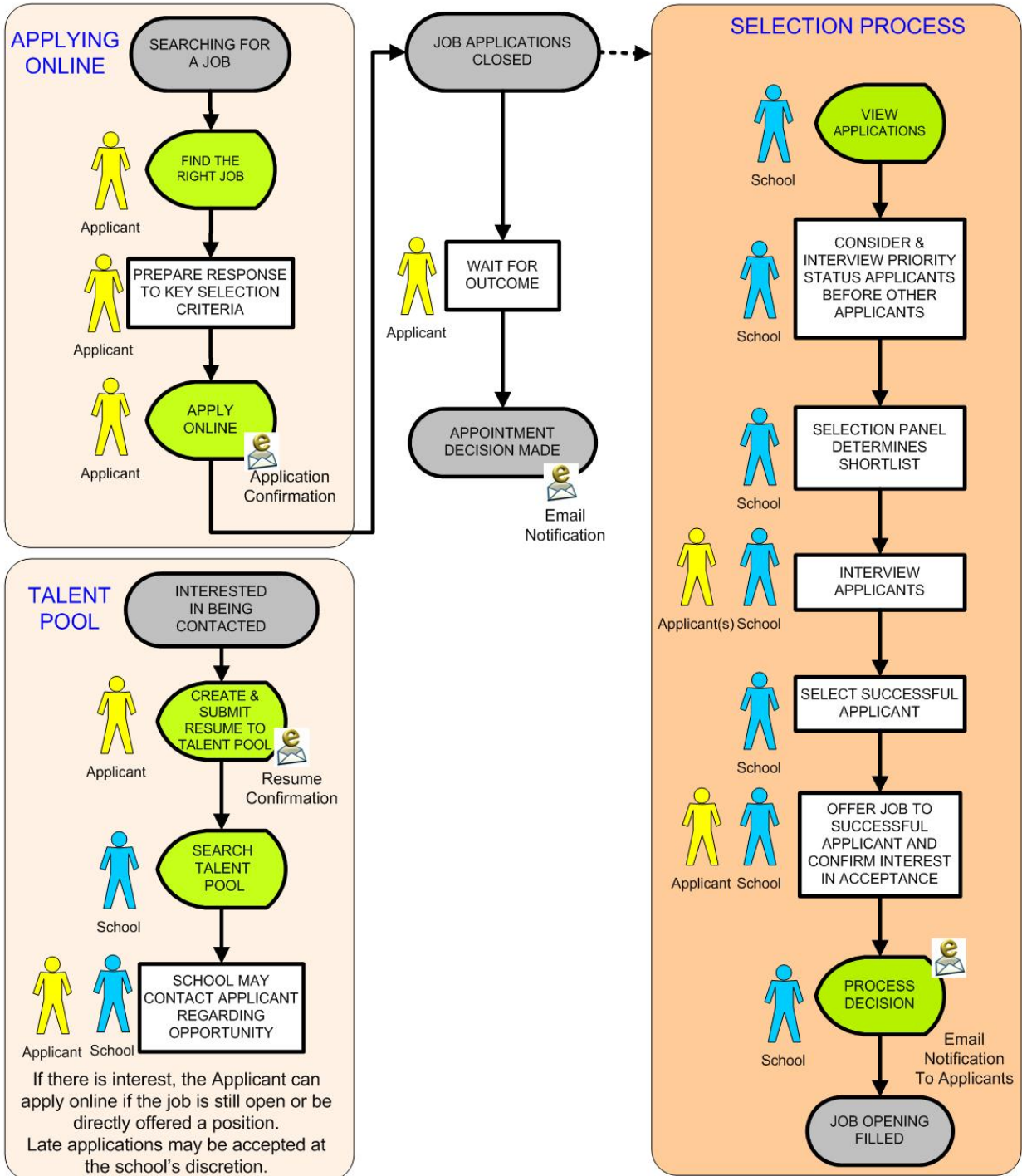
For Recruiters to:

- Search for Applicants in the Talent Pool
- Create new job openings
- View job openings and complete the recruitment process.

End to End Recruitment Process








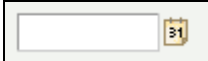


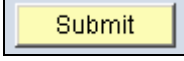



Below is a flowchart showing the full recruitment process for applicants, recruiters and selection panel members using Recruitment Online.

END TO END JOB APPLICATION PROCESS USING RECRUITMENT ONLINE



Recruitment Online Navigation

Below is a list of the common links, icons and buttons used throughout ROL.

Link/Icon/Button	Purpose
	Returns the applicant logged in, to the Careers Home Page.
Help	This link in the top right hand corner of each screen takes the user to a webpage where they can access the online help manual.
	Takes user to the previous section
	Take user to the next section
	Clicking on any of the "Add" links or clicking on the + sign will add a new entry for that sub-section. Once added, the relevant information will need to be entered.
	Look Up Icon: Presents the user with a list of values that they can chose from.
	Trash Icon: Deletes the current row of information. The user is prompted first to confirm the delete.
	Show All Columns Icon: Presents the user with viewing more columns in the table
	Calendar Icon: Clicking on the icon with the "31" on it, opens up a calendar so you can pick a date. This also indicates that the field for entry is a date field and will accept a valid date format.
Gender:	Any label that has an asterisk () next to it indicates that it is a mandatory field and that information must be entered.
	Saves the changes you have made.
	Saves the changes you have made. Clicking on the Save button does not submit the online resume into the talent pool or submit it for a particular job opening
	Submits the online resume to the talent pool or to the specified job opening for Applicants. For Recruiters, it submits the form they are working with.
	Exits the online resume function without saving. Takes the Applicant back to the Careers Home Page.
	Opens a new window with a display of the resume for the user. From this window, the user can click on the print button to print the resume.
	Withdraws the online resume from the talent pool or from a specific job opening that the Applicant has applied for

Applicant Activities

All potential applicants looking for job openings with Victorian Government Schools will be presented with the Careers Home Page.

From this Home Page, all potential applicants can perform a basic or advanced job search based on job categories. There is no need to log into the system to perform a job search.



ACCESS TO RECRUITMENT ONLINE

Careers

For employees whose employment is ceasing or will cease in the near future and whose user name is their employee ID, it is recommended that you print copies of relevant information as well as download any resumes or applications that you wish to retain access to. Following cessation of employment, a new online profile must be created with a new User Name and password. Any documentation from your previous profile will not be accessible in Recruitment Online under the new profile.

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
Welcome to Recruitment online. You may search for and view school job vacancies, but will need to log on to apply for a job or create a resume.	
<input type="button" value="Login"/>	Change/Forgot My Password Click Here to Register

Basic Job Search - Job Categories		
<input type="checkbox"/> Education Support Class	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Teacher
<input type="checkbox"/> Leading Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Principal
<input type="button" value="Search"/>	Advanced Search Search Tips	

Provisional Appointments
To view current Provisional Appointments, please click on the following link: Provisional Appointments



You can access comprehensive online help on recruitment online by clicking on the **"Help"** link at the top right hand corner of each screen.

Registering as External User

If you are a potential applicant but not currently employed in a Victorian Government School you can also search and apply for job openings.

Before you can use Recruitment Online to save jobs you are interested in, submit a resume to the talent pool or apply for a position, you must first register on Recruitment Online. Remember, you don't have to be a user or logon to complete a search of available jobs.

To register as an External User, click the ***"Click here to Register"*** link.

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
Welcome to Recruitment online. You may search for and view school job vacancies, but will need to log on to apply for a job or create a resume.	
<input type="button" value="Login"/>	Change/Forgot My Password Click Here to Register

This will take you to the registration screen. On this screen, you will need to enter a user name and a password. The password needs to be entered twice to confirm it. This ensures that no mistakes are made while entering the password.

There are no restrictions on the content of your User Name, but there are in relation to your password. The password:

- is case-sensitive, if you create a password with capital letters, then you must use capital letters whenever you enter that password;
- must contain a minimum of eight (8) characters; and
- must be alpha-numeric, that is, it must contain at least one number and at least one letter of the alphabet.

Register

External applicants only: Please enter a user name and password of your choosing.

Employees: Please contact the DE&T Service Desk or your Business Manager if you are new to ROL and unaware of the User ID/Password format.

Enter Registration Information	
*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
<input type="button" value="Register"/>	Return to Previous Page

If the user name you entered already exists in the database, a message will be displayed informing you that the user name already exists. Where this occurs enter a different user name, re-enter the password and try again.

This process can continue until you have entered a unique user name that can be stored in the database.

Register

 **User Name already exists**

External applicants only: Please enter a user name and password of your choosing.

Employees: Please contact the DE&T Service Desk or your Business Manager if you are new to ROL and unaware of the User ID/Password format.

Enter Registration Information	
*User Name	<input type="text" value="martin1"/>
*Password	<input type="password" value="•••••"/>
*Confirm Password	<input type="password" value="•••••"/>
<input type="button" value="Register"/> Return to Previous Page	

Current Employees

To log onto ROL, enter your eight (8) digit employee ID, including any leading zeros and then enter your EduMail password.

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
Welcome to Recruitment online. You may search for and view school job vacancies, but will need to log on to apply for a job or create a resume.	
<input type="button" value="Login"/> Change/Forgot My Password Click Here to Register	

After login, the ROL Careers Home Page is displayed. This page displays the top level menu, the “**My Careers Tools**” section, “**Basic Job Search**” Categories section, plus any notifications from any job agents you have set up. Once you have logged into the Careers Home Page the Provisional Appointments section is removed

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home

Welcome External Applicant 01

Select My Profile to add/update your contact details and VIT registration.
 Select My Online Resume to add yourself to the Talent Pool.
 Perform a Search to find suitable vacancies.

My Career Tools		
2 Applications		
My Profile		
My Online Resume		
Basic Job Search - Job Categories		
<input type="checkbox"/> Education Support	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Teacher
<input type="checkbox"/> Leading Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Principal
<input type="button" value="Search"/> Advanced Search Search Tips		
Notifications		
You do not have any notifications.		

Change/Forgot My Password

The Change/Forgot My Password function is available to **both current employees and external users**.

If you are a current employee and you have forgotten your password click the Forgot/Change Password link under the heading **DEECD Employees Only** and follow the prompts.

If you are an external user and you have forgotten your password or your user name, then you can click on the **“Login Help”** link on the Login screen.

From the Login Help screen enter your user name to get a new password, or enter your email address to obtain your user name. The information is then emailed to you at your registered email address.

To be able to use this function, you must have previously accessed the system and set up an email address in your profile. If this is not done, the system cannot email your details to you.

Login Help

NON-DEECD Employees - Choose One of These Options

<p>Forgot your password?</p> <p>*Enter your User Name:</p> <input type="text"/> <p>Get New Password Cancel</p>	OR	<p>Forgot your User Name?</p> <p>*Enter your Email Address:</p> <input type="text"/> <p>Find User Name Cancel</p>
---	----	--

DEECD Employees Only:

Please access Forgot/Change password details via the Edumail password management facility. [Forgot/Change Password](#)

Setting up a Profile

After logging into Recruitment Online you will have the opportunity to change, or add your profile details.

Click the **"My Profile"** link to add or update your contact details and VIT registration details (if applicable).

All teachers in Victoria must obtain registration or permission to teach from the Victorian Institute of Teaching (VIT) before they can commence employment in any Victorian Government school. However, if you are soon to graduate from your teaching course or your application for registration is in progress and you wish to register your details and/or apply for a job online, you should select "Not Registered" and indicate "Qualification Incomplete" or "Registration Pending" in the Reason field on the My Profile page. If offered employment, you must be registered by the VIT and have updated your profile accordingly in order for a school to complete the hire process on ROL.

For more information and details on the registration requirements and process for obtaining registration select the link to the [Victorian Institute of Teaching](#).

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home

Welcome Deborah

Select My Profile to add/update your contact details and VIT registration.
 Select My Online Resume to add yourself to the Talent Pool.
 Perform a Search to find suitable vacancies.

My Career Tools

- [4 Applications](#)
- [Applicant Referral Response](#)
- [My Profile](#)
- [My Online Resume](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home

Welcome External Applicant 01

Select My Profile to add/update your contact details and VIT registration.
 Select My Online Resume to add yourself to the Talent Pool.
 Perform a Search to find suitable vacancies.

My Career Tools

[2 Applications](#)

[My Profile](#)

[My Online Resume](#)

Basic Job Search - Job Categories

Education Support
 Executive Class
 Teacher
 Leading Teacher
 Assistant Principal
 Principal

[Advanced Search](#)
[Search Tips](#)

Notifications

You do not have any notifications.

The following table shows, for internal and external users, what information is automatically loaded and what can be changed.

User Type	Information	Defaults from the payroll?	Changeable?
Internal	Name	✓	✗
	Address	✓	✓
	Email Address	✓	✓
	Phone	✓	✓
	VIT Registration Status	✗	✓
External	Name	N/A	✓
	Address	N/A	✓
	Email Address	N/A	✓
	Phone	N/A	✓
	VIT Registration Status	N/A	✓

Searching for Available Jobs

You do not have to be logged into ROL to perform a job search, although you will need to be logged in to save a particular search or to apply for a job opening.

Basic Search

To perform a basic category search, click at least one job category you want to search for and then click the “**Search**” button.

Search categories are:

- Education Support
- Teacher
- Leading Teacher
- Principal
- Assistant Principal
- Executive Class

Basic Job Search - Job Categories		
<input type="checkbox"/> Education Support	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Teacher
<input type="checkbox"/> Leading Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Principal
<input type="button" value="Search"/> Advanced Search Search Tips		

The search results will display the currently open jobs in the Job Search results screen, which match the basic search criteria you have entered.

The following information is available at the search results screen:

- Description of the Position
- Subject/Duty
- School
- When to apply by
- Classification Code

Note: A maximum of 300 jobs will be displayed. Narrow your search using the **Advanced Search** link.

Job Search

These are the job vacancies that match the criteria in your Job Search. Select the Position Description hyperlink to view the full job description. To change the search criteria click the right arrow in the heading line above the Search Results.


▶ **Click icon to view Advanced Search criteria**

✔ **2 Results Found**

Search Results

[Select All](#) [Deselect All](#) [Save Jobs](#)

◀◀ First ◀ Previous | Next ▶ Last ▶▶








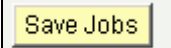
Results [More Info](#) 

Select	Position Description	Subject/Duty	School	Apply By	Classn Code
<input type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS
<input type="checkbox"/>	Mathematics to Year 12	Maths	Brauer Secondary College	09/07/2009	CLASS

[Select All](#) [Deselect All](#) [Save Jobs](#) To apply for a job, click on the Position Description.

[Return to Previous Page](#)

The following table explains the purpose of the buttons, links and icons on the Search Results Page

Icon/Link/Button	Description
	Clicking on the More Info tab, will display more information about the job openings.
	Clicking on the “Show all columns” button will reveal more information about the Job Openings
	Clicking on any of the Position Description links for a Job Posting will allow you to view the Job Description in more detail.
	Scroll through the pages to view all Job Openings by clicking on the Next, Previous buttons. By default, the Job Openings are displayed in descending order of Job Number.
	Selection check box. Click in check box to perform an activity with the Job Opening
	Selects all Job Openings returned in search results section.
	Unselects all Job Openings returned in search results section.
	Saves the selected jobs to access at a later date.

The following is an example of viewing extra columns when the “Show all columns” button has been clicked.

Job Search

These are the job vacancies that match the criteria in your Job Search. Select the Position Description hyperlink to view the full job description. To change the search criteria click the right arrow in the heading line above the Search Results.

▶ Click icon to view **Advanced Search criteria**

✔ **2 Results Found**

Search Results

Select All Deselect All Save Jobs

◀◀ First ◀ Previous Next ▶▶ Last ▶▶

Select	Position Description	Subject/Duty	School	Apply By	Classn Code	T/F	Employ Type	Employ Mode	Employ Cond	Job No.
<input type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS	1.00	Ongoing	52/52	Ongoing-Vacated Position	692977
<input type="checkbox"/>	Mathematics to Year 12	Maths	Brauer Secondary College	09/07/2009	CLASS	1.00	Ongoing	52/52	Ongoing-Vacated Position	692904

Select All Deselect All Save Jobs To apply for a job, click on the Position Description.

[Return to Previous Page](#)

Column Name	Description
Position Description	Description of the Job Opening
Subject/Duty	Displays the Subject or Duty for the Job Opening
School	Displays the School or Regional Office where the vacancy is located
Apply By	Displays the date by which you need to apply for the position
Classn Code	Displays the Classification Code for the Job Opening (e.g. EXRT = Expert Teacher)
T/F	Displays time fraction or percentage of full-time weekly hours (e.g. 0.4 is equal to 15.2 hours).
Employ Type	Displays the employment type, Ongoing or Fixed Term
Employ Mode	Displays the condition of the employment salary structure
Employ Cond	Displays the employment condition for the Job Opening
Job No.	Displays the ID Number for the Job Opening.

To find out more information about a job opening, click the position description link of the job opening.

Job Description

Location: Casterton Secondary College
Classification: Classroom Teacher
Position Description: Classroom Teacher
Subject/Duties: English **Level:** Secondary Years 7-12
 History Secondary Years 10-12
Begin Date: 27/07/2009 **End Date:**
Employment Type: Ongoing
Time Fraction: 1.00 **Employment Mode:** 52/52
Reference #: 692952
Contact Name:
Phone:
School Website: casterton.sc@edumail.vic.gov.au
Apply By: 15/07/2007

[Return to Previous Page](#)

[Switch to Internal View](#)

Location Profile

[Enter Free Text Description here]

Selection Criteria

SC1 Demonstrated understanding of initiatives in student learning including the Standards, the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to implement curriculum programs consistent with their intent.

When the Job Description has been opened, you may save the job so you can attend to it later; apply for the job or return to the previous page.

Advanced Search

By clicking the **“Advanced Search”** link, you may enter more search parameters to further refine your search criteria.

The following may be entered in the advanced search fields:

- Job Opening ID (i.e. Job number)
- Location Preferences (Local Government Area (LGA), Region or School)
- Job Categories (e.g. Teacher, Education Support)
- Job Classification Preference (avoid entering details here as all available jobs may not be returned in search results. The exception is if you only want to search for jobs advertised under one of the special recruitment programs specifically targeting recent graduates, i.e. the teacher graduate program or the teaching scholarship scheme)
- Subject/Duty Preference (e.g. Health Education, French, Mathematics)



NOTE: For a more effective job search, a person wishing, for example, to find SOSE/English teaching jobs, should enter the two subjects separately in the Subject/Duty section (entering both will include all those which include English and all those which include SOSE).

- Employment Preferences (avoid selecting options here as all available jobs may not be returned in the search results)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Job Search

Please enter relevant search criteria to find job vacancies to meet your requirements. Multiple locations, job categories, classifications and subjects/duties may be selected. At a minimum one job category is required.

Advanced Job Search

Search
Clear
Save Search

[Basic Search](#) [Search Tips](#)

▼ Job Opening Search

Job Opening ID:

▼ Location Preferences

You have no Location Preferences selected.

[+ Add Location Preference](#)

▼ Job Categories

<input type="checkbox"/> Education Support	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Teacher
<input type="checkbox"/> Leading Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Principal

▼ Job Classification Preference

You have no Job Classification Preferences selected.

[+ Add Job Classification Preference](#)

▼ Subject Duty Preference

You have no Subject/Duty Preferences selected.

[+ Add Subject/Duty Preference](#)

When the search criteria has been entered, click the **“Search”** button. The results, if any, will be displayed.

▶ Click icon to view Advanced Search criteria

✔ 2 Results Found

Search Results

Select All Deselect All Save Jobs

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Results More Info 

Select	Position Description	Subject/Duty	School	Apply By	Class Code
<input type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS

At this point, the Advanced Job Search area is automatically collapsed to show you the search results that have been retrieved.

To expand the Advanced Job Search area, click the arrow icon. This will expand the Advanced Search criteria section.

You can re-sort the search results by clicking on the underlined headings at the top of each column. Click the heading a second time to change a sort from ascending to descending (or vice-versa).

Saving a search

ROL allows you to save your search criteria as a saved search for future uses. The advantage of this function is that you do not need to re-create your search criteria each time you search for jobs.

Click the **“Save Search”** button, to access the section where you can name your search and save it.

Job Search

Please enter relevant search criteria to find job vacancies to meet your requirements. Multiple locations, job categories, classifications and subjects/duties may be selected. At a minimum one job category is required.

Advanced Job Search

Search Clear **Save Search** [Basic Search](#) [Search Tips](#)

▼ **Job Opening Search**

Job Opening ID:

▼ **Location Preferences**

You have no Location Preferences selected.

[+ Add Location Preference](#)

▼ **Job Categories**

Education Support Executive Class Teacher

Leading Teacher Assistant Principal Principal

▼ **Job Classification Preference**

Save Search

In order to activate the Job Search Agent for this search, tick the 'Use as Job Agent' check box and enter the email address to which the notifications are to be sent. Note: Only one Job Search Agent can be activated at any one time.

Save Search

*Name your search: **Use As Job Agent**

Save Search Cancel

Enter a meaningful name for your search. When retrieved later, it will be clear to you what the search was used for. The search name can be up to 20 characters long, including spaces.

When you have named your search, click the **“Save Search”** button.

Job Search Agent

ROL also allows you to save your search criteria as a job agent. Where a job agent is created and saved, ROL will check on a daily basis for job openings that match your search criteria. If there are new job openings that match the job agent search criteria, an email is sent to your email address to notify you of those job openings.

Click the **“Use As Job Agent”** checkbox to save a search as your Job Agent. ROL will prompt you for an email address.

The content of the email will include the summary information about job openings that match your saved search criteria, including a **“View”/Apply** link that when clicked takes you to the ROL login page.

ROL will also post a notification in the **“Notifications”** area on the **“Careers Home Page”**. Applicants can click the subject link on the notification to view the job agent search results.

You can only have one saved search set as a Job Agent.

Save Search

In order to activate the Job Search Agent for this search, tick the 'Use as Job Agent' check box and enter the email address to which the notifications are to be sent. Note: Only one Job Search Agent can be activated at any one time.

Save Search

Name your search: MY TEACHER SEARCH **Use As Job Agent**

Enter your email address in the space below and we'll send you an email when jobs matching your search criteria are created on our database.

Email Address: myemail@myisp.com.au

If your e-mail software supports HTML formatted e-mail, then you may select that option. If not, please select 'Plain Text'.

Preferred Email Format

HTML Plain Text

Save Search Cancel

Click the **“Save Search”** button to save your search as a Job Agent.

You should regularly check that the search criteria you entered is still appropriate. You can change the search or stop the Job Agent at any time.

Retrieving Saved Searches

To access your saved searches, click the **“My Saved Searches”** link. This will take you to the list of your saved searches.

[Careers Home](#)
 [Job Search](#)
 [My Saved Jobs](#)
 [My Saved Searches](#)
 [My Career Tools](#)

My Saved Searches

To activate the Job Search Agent which will alert you when vacancies which match your criteria become available, click on 'Edit' against one of your saved searches below and then click the 'Use as Job Agent' check box.

Saved Searches and Job Agents				
Saved Search	Created On	Job Agent Email Address		Run Search
MYSEACRH	2006-10-19	Not used as job agent	Edit Delete	<input type="button" value="Run Search"/>

[Return to Previous Page](#)
 [Job Search](#)

From the Saved Searches and Job Agents screen you can run a saved search by clicking the **“Run Search”** button. The search can be edited or deleted from this area.

The **“Edit”** function, allows you to rename your search, change the email address the alerts are sent to, allow this as your Job Agent, or deactivate a previously created Job Agent. Remember, you can only have one of search set as a Job Search Agent.

To deactivate the Job Search Agent at any time, simply remove the tick from “Use as Job Agent” by clicking the checkbox, then clicking the Save Changes button. The status of your Job Agent for the search you selected will have changed to “Not used as job agent”.

Saving Jobs

Select and save job openings that are of interest to you and view or apply for these jobs at a later date. Save jobs from several pages in the Careers component and view your saved jobs on the **“My Saved Jobs”** page. There is no limit to the number of jobs you can save.

After searching for and saving jobs you are interested in, during the application process if you wish to include a response to the Selection Criteria (highly recommended), prepare the response in a separate document (e.g. MS Word). Login and access the saved jobs and continue to apply for the job attaching your key selection criteria response to the saved job.

ROL does not automatically remove Closed or Withdrawn jobs from your saved jobs list. Manually delete these saved job openings when they are no longer required.

Job Search

These are the job vacancies that match the criteria in your Job Search. Select the Position Description hyperlink to view the full job description. To change the search criteria click the right arrow in the heading line above the Search Results.

▶ Click icon to view **Advanced Search criteria**

✔ **2 Results Found**

Search Results

[Select All](#) [Deselect All](#) [Save Jobs](#)

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Results [More Info](#) [PDF](#)

Select	Position Description	Subject/Duty	School	Apply By	Classn Code
<input checked="" type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS
<input checked="" type="checkbox"/>	Mathematics to Year 12	Maths	Brauer Secondary College	09/07/2009	CLASS

[Select All](#) [Deselect All](#) [Save Jobs](#) To apply for a job, click on the Position Description.

[Return to Previous Page](#)

To save any jobs you wish to view or apply for, click the check box next to the job to be saved and click the **“Save Jobs”** button.

After saving your jobs, ROL will navigate to the **“My Saved Jobs”** screen, where you can view the jobs that have been saved.

My Saved Jobs

✔ You have successfully saved your new jobs.

Saved Jobs

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Results [More Info](#) [PDF](#)

Select	Position Description	Subject/Duty	School	Apply By	Classn Code
<input type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS
<input type="checkbox"/>	Mathematics to Year 12	Maths	Brauer Secondary College	09/07/2009	CLASS

[Select All](#) [Deselect All](#) To apply for a job, click on the Position Description. [Delete](#)

[Return to Previous Page](#) [Find Jobs](#)

To view the details of a particular job opening, click the link in the **“Position Description”** column.

Job Description

Location:	Casterton Secondary College		
Classification:	Classroom Teacher		
Position Description:	Classroom Teacher		
Subject/Duties:	English	Level:	Secondary Years 7-12
	History		Secondary Years 10-12
Begin Date:	27/07/2009	End Date:	
Employment Type:	Ongoing		
Time Fraction:	1.00	Employment Mode:	52/52
Reference #:	692952		
Contact Name:			
Phone:			
School Website:	casterton.sc@edumail.vic.gov.au		
Apply By:	15/07/2007		

[Save Job](#)
[Apply Now](#)
[Return to Previous Page](#)

To navigate to saved jobs from any other screen, click the menu link **“My Saved Jobs”**. The list of jobs will be displayed.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)

Creating an Online Resume

ROL allows you to create an Online Resume to:

- Save and keep for future use
- Submit to the Talent Pool to be potentially searched by any Recruiter
- Submit to an advertised position within ROL

At any point in the process of creating your Online Resume you can save what you have done and return at a later stage to complete your resume.

Hint: Regularly save your online resume as it is entered onto ROL.

Accessing “My Online Resume”

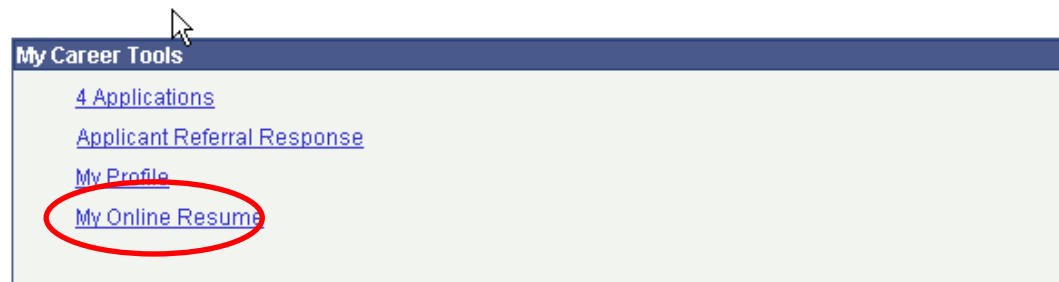
The Online Resume you create can become the basis for all jobs you decide to apply for or may be used as part of the talent pool if you elect to do so.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

[Careers Home](#)

Welcome Deborah

Select My Profile to add/update your contact details and VIT registration.
Select My Online Resume to add yourself to the Talent Pool.
Perform a Search to find suitable vacancies.



To create an online resume, click the “**My Online Resume**” link on the Careers Home page.

[Apply Now](#)

Online Resume/Application

This section allows you to complete an online resume for the Talent Pool or apply for specific job vacancies. If you are applying for Job vacancies it is strongly recommended that you address the Selection Criteria, when prompted.

You may save your application as a draft at any stage prior to submitting.



The initial screen explains that this section is to create an online resume for either the talent pool or for a specific position. Click the “**Continue**” button to progress with creating the online resume. If you do not want to proceed, click the “**Return to Previous Page**” link.

On entry to the “Online Resume/Application” section, the system will initially inform you that your resume has not yet been submitted to the Talent Pool. You may save your Online Resume at any time and return to complete the resume at a later time without submitting it to the Talent Pool. On completion you may simply save the resume or choose to submit it to the Talent Pool.

You will then be prompted to fill out the required information for your Online Resume.

Resume

Sections that are available for entry are:

- Self Identification
- Preferences
- Education
- Languages
- Employment History
- Attachments (*Limit 1*)

Navigating Through Your Online Resume

To navigate through the different sections, you use the “**Next**” and “**Previous**” links or click on the section’s link to take you directly to that section of the online resume. Do not use the internet browser’s Back and Forward buttons as these will log you out of ROL and unless your resume has been saved all data will be lost.



Self Identification Section

[Apply Now](#)

Online Resume/Application

Donald Dart
41 Smithacres Rd
Montrose, VIC, 3765
[Edit Profile](#)

Your resume has not yet been submitted to the Talent Pool. Please select the Submit action when your resume is ready.

[Previous](#)
[Save](#)
[Submit](#)
[Exit Without Saving](#)
[Withdraw Application](#)
[Print Friendly Version](#)
[Careers Home](#)
[Next](#)

Self Identification [*Preferences](#) [Education](#) [Languages](#) [Employment History](#) [Attachments](#)

This information will assist the Department to ensure that people from diverse groups have access to employment opportunities within the Department. Information you provide is confidential and will not be used in making any employment decisions. Data will be used in aggregated reporting and individual information will not be distinguishable.

Self Identification	
Date of Birth:	<input type="text" value="15/11/1942"/>
*Gender:	<input type="text" value="Male"/>
Ethnicity:	<input type="text"/>

Self Identification [*Preferences](#) [Education](#) [Languages](#) [Employment History](#) [Attachments](#)

[Previous](#)
[Save](#)
[Submit](#)
[Exit Without Saving](#)
[Withdraw Application](#)
[Print Friendly Version](#)
[Careers Home](#)
[Next](#)

Enter the details required in the **Self Identification** section. The table below gives a description of the fields and whether those entries are mandatory (required) or not.

Section	Fields	Description	Mandatory?
Self Identification	Date of Birth	Enter your birth date	X
	Gender	Click on drop down arrow to select your gender	X
	Ethnicity	Click on drop down arrow to select your Ethnicity	X

Note: the Date of Birth and Gender fields will default from the payroll if you are or have been a Department employee.

Preferences Section

The Preferences Section allows you to add your preferences for Start Date, Employment Type (Fixed Term or Ongoing), Desired Work Days, Location Preferences and your Subjects and Duties.

The Job Categories section must be completed in order to save your resume.

Employment Preference

Enter your employment preferences in the first section. If there are no specific preferences for this section, leave the default values.

[Previous](#)
[Save](#)
[Submit](#)
[Exit Without Saving](#)
[Withdraw Application](#)
[Print Friendly Version](#)
[Careers Hom](#)

[Self Identification](#)
[*Preferences](#)
[Education](#)
[Languages](#)
[Employment History](#)
[Attachments](#)

Preferences

Desired Start Date: BT

Employment Type

Desired Work Days:
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Full/Part-Time:

Desired Hours Per Week: Are you interested in casual employment?

***Job Categories**

<input type="checkbox"/> Education Support	<input type="checkbox"/> Executive Class	<input type="checkbox"/> Teacher
<input type="checkbox"/> Leading Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Principal

To add a Location Preference, click the Add Location Preference hyperlink below. Click on delete icon to remove corresponding Location Preference Information.

Location Preferences

You have not added any Location Preference information to your application.

[+ Add Location Preference](#)

To add a Subject/Duty Preference, click the Add Subject/Duty Preference hyperlink below. Click on delete icon to remove corresponding Subject/Duty Preference Information.

Subject Duty Preference

You have not added any Subject/Duty Preference information to your application.

[+ Add Subject/Duty Preference](#)

[Self Identification](#)
[*Preferences](#)
[Education](#)
[Languages](#)
[Employment History](#)
[Attachments](#)

Section	Fields	Description	Mandatory?
Preferences	Desired Start Date	Click the calendar icon to select a date or type in your desired start date	✗
	Employment Type	Click the drop down arrow to select your preferred employment type of either fixed term or on-going	✗
	Desired Work Days	Click to select your preferred working days (ROL will default to Monday to Friday)	✗
	Full/Part-Time	Click the drop down arrow to change the default of Either to Full Time or Part Time	✗
	Desired Hours Per Week	You can enter your preferred hours per week	✗

Section	Fields	Description	Mandatory?
Preferences - Job Categories	Job Categories	Click the desired job category of Education Support, Teacher, Leading Teacher, Principal, and Assistant Principal. Multiple selections can be made.	✓
	Location Preferences	Allows you to add which preferences by location you would prefer. The location can be either a Region, Local Government Area (LGA) or school	✗
	Subject/Duty Preference	Allows you to add the subjects and duties you are qualified for/interested in.	✗



NOTE: It is preferable to indicate your Subject/Duty Preference before you submit your Online Resume into the Talent Pool.

Location Preference

Select your preferred location preferences in this section. If you have no specific preferences, leave this section blank.

To add a Location Preference, click the Add Location Preference hyperlink below. Click on delete icon to remove corresponding Location Preference Information.

Location Preferences

You have not added any Location Preference information to your application.

[+ Add Location Preference](#)

By clicking the “**Add**” icon or the “**Add Location Preference**” link the “**Add Location Preferences**” screen appears. Search for location preferences either by Region, LGA or School

Location Preference Drill Down Function

Resume

ROL allows you to drill-down in the locations to be able to view:

- LGAs within a Region
- Schools within an LGA

If you know the LGA or School you wish to find, you can enter the details directly to search for a particular LGA or School.

Search Criteria

*Search Locations By: Region

*Where Location: begins with e

Search Clear Search Filter For more information on locations click on the map VIC

Save & Return Cancel

Region	Select	List All Locations Within
Eastern Metropolitan Region	<input type="checkbox"/>	List All Locations Within

Select All Deselect All

Save & Return Cancel

In the above example, the initial criterion was to search by Region, where the Region Location began with the letter “E”.

This listed “Eastern Metropolitan Region”. To view all the LGAs within this region, click the “**List All Locations Within**” link.

Local Government Area

Eastern Metropolitan Region

Local Government Area	Select	List All Locations Within
Boroondara	<input type="checkbox"/>	List All Locations Within
Cardinia	<input type="checkbox"/>	List All Locations Within
Glen Eira	<input type="checkbox"/>	List All Locations Within
Knox	<input type="checkbox"/>	List All Locations Within
Manningham	<input type="checkbox"/>	List All Locations Within

To view all schools within the LGA, click the “**List All Locations Within**” link. Click on the “**Select**” check boxes to select that school.

Schools

Eastern Metropolitan Region > Boroondara

School	Select
Hawthorn West Primary School	<input type="checkbox"/>
Camberwell Primary School	<input type="checkbox"/>
Balwyn Primary School	<input type="checkbox"/>
Kew Primary School	<input type="checkbox"/>

Schools

Resume


Online Access

For more information about Victorian Government schools, browse the Schools Online website by clicking the map of Victoria in the Location Search Criteria screen.

Search Criteria

*Search Locations By:

*Where Location:

For more information on locations click on the map 

[Return to Previous Page](#)

Schools Online
Victorian Government Schools

Home | Site Map | Search | Advanced Search | A - Z Listing | Regional WEB Sites | Non Government Schools | Useful Links

You are here: [Home](#) > [Regional WEB Sites](#) [Previous Page](#)

To navigate to a regional area web site, simply use the buttons provided or alternatively you can select any region on the map provided. Please note that by selecting a regional area button you will be leaving the schools online web site.

Regional Office	Region No.
<input type="button" value="Barwon South Western"/>	28
<input type="button" value="Gippsland"/>	32
<input type="button" value="Grampians"/>	29
<input type="button" value="Hume"/>	31
<input type="button" value="Loddon Mallee"/>	30
<input type="button" value="Eastern Metropolitan"/>	33
<input type="button" value="Northern Metropolitan"/>	36
<input type="button" value="Southern Metropolitan"/>	35
<input type="button" value="Western Metropolitan"/>	34

Contact: SchoolsOnline@edumail.vic.gov.au

Created On: Tuesday, 11 May 2004 | Last Updated: Thursday, 24 July 2003
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Knowledge&Skills
Building a Future

Victoria
The Place To Be

Subject/Duty Preference

In this

Subject Duty Preference

You have not added any Subject/Duty Preference information to your application.

[+ Add Subject/Duty Preference](#)

section you add your preferences for Subjects and Duties. It is preferable to indicate your preferences in this section.

By clicking the “**Add**” icon or the “**Add Subject/Duty Preference**” link a new row where you can enter your preferred Subject//Duty will appear.

Subject/Duty Preference

Subject / Duties	Level
<input type="text"/>	<input type="text"/>

[+ Add Subject/Duty Preference](#)

Click the “**Look Up**” icon (magnifying glass) to display a list of Subjects/Duties that you can select from. Enter the Level for that particular Subject/Duty to indicate your Level preference(s).

For education support jobs, select **Education Support** in level.

Look Up Subject/Duty

Search by: begins with

[Advanced Lookup](#)

Search Results

View All		First	1-100 of 288	Last
Description	Category			
Reading Intervention	Both			
Arabic	Both			
Auslan	Both			
Chinese (Mandarin)	Both			
French	Both			
German	Both			

To select a Subject/Duty, click the link of the particular Subject/Duty that is underlined. This will add that value to the previous screen and populate the field.

Note: When entering a subject/duty preference, **do not** select values with the word “(method)” included in brackets in the description as these relate to teaching qualifications.

Education Section

Enter in your Post Secondary Education in this section including your Teaching Methods and any Licenses or Certificates which you may hold.

[Previous](#)
[Save](#)
[Submit](#)
[Exit Without Saving](#)
[Withdraw Application](#)
[Print Friendly Version](#)
[Careers Home](#)
[Next](#)


[Self Identification](#)
[Preferences](#)
[Education](#)
[Languages](#)
[Employment History](#)
[Attachments](#)

Education History

Highest Education Level:

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Post-Secondary Education

Field of Study	Qualification	School	Completed	
Accounting / Banking & Finance	Certificate II	University of Wollongong	1999	

[+ Add Post-Secondary Education History](#)

Teaching methodology (or teaching area studied) is the teacher education component you undertook as part of your course to become qualified as a teacher.


Teaching Methods

You have not added any Teaching Method information to your application.

[+ Add Teaching Methods](#)

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

License or Certification	Date Issued	License #	Issued By	
Health & Safety Rep Training	10/09/2006	1414144	Red Cross	

[+ Add Licenses and Certificates](#)

Highest Education Level

Enter the highest education level you have attained in this section.

[Add Online Resume/Application](#)

Add Post-Secondary Education

[Return to Previous Page](#)

Enter Post-Secondary Education Details	
Country:	Australia
State:	Victoria
*School:	University of Wollongong
*Qualification:	Associate Degree Associate Diploma Bachelor Degree Bachelor Degree with Distinctn Bachelor Degree with Honours Certificate Certificate I Certificate II Certificate III Certificate IV Diploma
*Field of Study:	If your School, Qualification, Field of Study or Major does not appear in the drop down list please enter the details in the relevant 'Other' field. Other Qual: <input type="text"/> Other Field: <input type="text"/>
Completion Yr:	
*Majors	You have not added any majors to your application. + Add Major
Other School:	University of Wollongong

Click the drop down arrow for **“Highest Education Level”**, to select the highest education level that you achieved.

Post Secondary Education

Click the **“Add”** icon or the **“Add Post-Secondary Education History”** link to enter relevant post secondary education information.

Post-Secondary Education
You have not added any education information to your application.
+ Add Post-Secondary Education History

On the **“Add Post-Secondary Education”** screen, the Country will default to Australia. If you achieved a qualification outside of Australia, click on the drop down arrow and select the relevant country.

Enter the relevant State and then click the **“Look Up”** icon to select the school.

Click the dropdown arrow to select your Qualification. Click the **“Look Up”** icon to select your Field of Study.

Add Online Resume/Application

Add Post-Secondary Education

Save & Return Save & Add More Cancel [Return to Previous Page](#)

Enter Post-Secondary Education Details

Country: If your School, Qualification, Field of Study or Major does not appear in the drop down list please enter the details in the relevant 'Other' field.

State:

***School:** **Other School:**

***Qualification:** **Other Qual:**

***Field of Study:** **Other Field:**

Graduated

Completion Yr: Example: 2005

***Majors**

You have not added any Majors information to your application.

[+ Add Major](#)

Save & Return Save & Add More Cancel [Return to Previous Page](#)

* Required Field

If your School, Qualification or Field of Study does not appear in the lists, please enter the details in the relevant **“Other”** fields.

Click the **“Graduated”** tick box, if you have graduated and enter the year of completion in the **“Completion Yr”** field.



Note: If your field of study is not available in the look up list or you are not able to find its closest match, you may select the value **“other”**.

Adding Major Subjects to Post Secondary Education

After entering the details of the school and qualification, enter the details of the Major and/or Sub Major for that qualification. Multiple entries can be made if you have majored in more than one subject. At least one major/sub major must be selected or you cannot include the post secondary education information.

***Majors**

Major Type	*Major	Other Major	
Major	Accounting	Accounting	

[+ Add Major](#)

Save & Return Save & Add More Cancel [Return to Previous Page](#)

Click the **“Add”** icon or **“Add Major”** link to add a Major or Sub Major to your qualification.

Note: If there is no Major for your qualification, select ‘Not applicable’ from the list of Majors.

After entering your details:

- Click **“Save & Return”** to save your entries and return you to the “Education History” page.
- Click **“Save & Add More”** to save what you have entered and clear out the fields ready for your next entry.
- Click **“Cancel”** to return you to the “Education History” page without saving any of your changes.

Self Identification [Preferences](#) [Education](#) [Languages](#) [Employment History](#) [Attachments](#)

[Careers Home](#)

Teaching Methods

Where you have entered a teaching qualification, click the **“Add”** icon or **“Add Teaching Methods”** to add the teaching methodology (teaching area studied) that you undertook as part of your course to become a qualified teacher.

Teaching Methods

You have not added any Teaching Method information to your application.

[+ Add Teaching Methods](#)

Teaching methodology (or teaching area studied) is the teacher education component you undertook as part of your course to become qualified as a teacher.

Teaching Methods

Teaching Methods	Level	
<input type="text"/>	<input type="text"/>	<input type="button" value="🗑️"/>

[+ Add Teaching Methods](#)

Click the **“Look Up”** icon to view a list of teaching methods. Select **“Teaching methods”** in the **“Search by”** drop down list. Enter **“M”** in the **“begins with”** field on the **“Look up teaching methods”** page. All teaching methods have a prefix of **“M”** therefore only teaching methods will be returned, rather than the full list.

Look Up Teaching Method

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-67 of 67 Last

Teaching Methods	Description
M101	Art/Craft (Method)
M102	Dance (Method)
M103	Drama (Method)
M104	Visual Arts (Method)
M105	Music (Method)
M112	Business Management (Method)
M113	Commerce & BusSt (Method)

To select the **Teaching Method**, click the **Description** of the Teaching Method required.

Licenses and Certificates

To enter any Licenses and Certificates you feel would enhance your online resume, click the **“Add Licenses and Certificates”** link to add a new entry.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Enter the details of the License or Certificate you wish to record.

Add Online Resume/Application

Add License or Certificates

License or Certificate Details

*License/Certificate: Occupational First Aid (L3)

Issued By:

License/Certification Number:

Date Issued: 

[Return to Previous Page](#)

* Required Field

Click the **“License/Certificate”** drop down arrow to view a list of the Licenses/Certificates available to select from.

Enter the details of the organisation that issued the license or certificate, enter the license/certificate number and the issue date.

After entering your details:

- Click **“Save & Return”** to save your entries and return to the “Education History” page.
- Click **“Save & Add More”** to save your entries and clear out the fields ready for your next entry.
- Click **“Cancel”** to return you to the “Education History” page without saving your changes.

Self Identification [*Preferences](#) [Education](#) [Languages](#) [Employment History](#) [Attachments](#)

[Careers Home](#) [Next](#) 

Languages Section

Click the **“Add Languages”** link to add any languages that you are familiar with to enhance your online resume.

Please indicate languages (other than English) that you are proficient in. Note that any languages you are qualified to teach should also be included in Teaching Methods in the Education History section.

Languages

You have not added any languages to your application.


[+ Add Languages](#)

Enter the language and your speaking, reading and writing proficiency in the language. Click the **“Look Up”** icon to display a list of languages. Click the drop down arrow to select from a list of *Low*, *Moderate* or *High* for your speaking, reading or writing proficiency in that language.

Add Online Resume/Application

Add Language

Enter Language Details

*Language: 

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:


[Return to Previous Page](#)

* Required Field

After entering your details:

- Click **“Save & Return”** to save your changes and return to the “Education History” page.
- Click **“Save & Add More”** to save your changes and clear out the fields ready for your next entry.
- Click **“Cancel”** to return you to the “Education History” page without saving your changes.

Remember to save your resume regularly as you enter information.

 The **“Save”** button is the only button which saves all of the information you have entered in the current session on ROL. To ensure no data is lost save your resume regularly and always save before exiting ROL. Information that has not been saved will be lost and cannot be retrieved.

Resume

Your resume has not yet been submitted to the Talent Pool. Please select the Submit action when your resume is ready.

[Careers Home](#)

[Self Identification](#)
[Preferences](#)
[Education](#)
[Languages](#)
[Employment History](#)
[Attachments](#)

Please indicate languages (other than English) that you are proficient in. Note that any languages you are qualified to teach should also be included in Teaching Methods in the Education History section.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	
Belorussian	High	High	High	

[+ Add Languages](#)

Employment History Section

Click the **“Add Employment History”** link to add employment history to your online resume.

Enter the information that is relevant to your employment history.

Employment History

You have not added any employment information to your new application.

[+ Add Employment History](#)

Add Online Resume/Application

Add Employment History

[Return to Previous Page](#)

Enter Employment Details

*Start Date:

End Date:

*Employer:

*Ending Job Title:

Telephone:

Comments:

Address

Country:

Address 1:

Address 2:

City: State:

Postcode:

[Return to Previous Page](#)

Section	Fields	Description	Mandatory?
Employment History	Start Date	Enter the start date of your employment	✓
	End Date	Enter the end date of your employment. If you are still employed with this employer, then leave this blank.	✗
	Employer	Enter the name of your employer or	✓

Resume

Section	Fields	Description	Mandatory?
		the school (not the Victorian Education Department) that you were employed with	
	Ending Job Title	Enter the job title or role that you held at the end of this employment, or if still employed, your current title	✓
	Telephone	Enter the contact telephone number of your employer	✗
	Comments	Enter your key responsibilities or major accomplishments in that role.	✗
	Address	Enter address details of the employer	✗

Repeat these actions for each employer/school as required. You should enter the information in the order of most recent first.

After entering your details:

- Click **“Save & Return”** to save your entries and return to the **“Employment History”** page.
- Click **“Save & Add More”** to save what you have done and clear out the fields ready for your next entry.
- Click **“Cancel”** to return you to the **“Employment History”** page without saving your changes.

Remember to save your online resume regularly.



The **“Save”** button is the only button which saves all of the information you have entered in the current session on ROL. To ensure no data is lost save your resume regularly and always save before exiting ROL. Information that has not been saved will be lost and cannot be retrieved.



[Self Identification](#) [Preferences](#) [Education](#) [Languages](#) [Employment History](#) [Attachments](#)

Employment History				
Employer	Job Title	Start Date	End Date	
Casterton Secondary College	Classroom Teacher	01/01/2008	07/10/2008	
Brauer Secondary College	Classroom Teacher	21/01/2006	21/12/2007	

[+ Add Employment History](#)

Attachments Section

You may attach a document that has been prepared separately (MS Word format) which provides relevant additional information as part of your online resume, such as referees and professional learning undertaken.



There is a limit of 300kb for the attached document.

Attachments will be checked for Viruses upon viewing files, if a Virus is found recruiters will be unable to access the attachment. It is advisable that you perform your own virus check prior to submission to ensure that your file is accepted by the system.

You may optionally attach a document which provides relevant additional information as part of your online resume, such as referees and professional learning undertaken. NB There is a limit of 300kb for this document.

Attachments

You have not added any attachments

[Add Attachment](#)

Click the **“Add Attachment”** link, to attach your document.

Attachments

Add Attachments

Attachments

*Attachment Type:

Attachment Purpose:

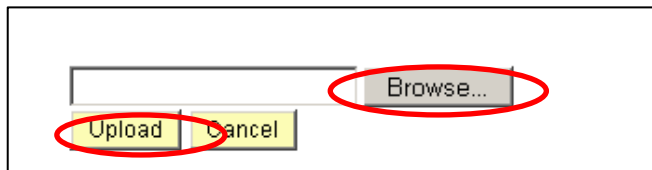
[Add Attachment](#)

[Save & Return](#)

[Save & Add More](#)

[Cancel](#)

Click **“Add Attachment”**, to browse/search your computer for the document to be attached. Click the **“Upload”** button after selecting your document.



Attachments

Add Attachments

Attachments

*Attachment Type:

Attachment Purpose:

[Resume.doc](#)

[Save & Return](#)

[Save & Add More](#)

[Cancel](#)

Resume

Click the **“Save & Return”** button to save your attached document and return to the previous screen. You can only attach one document for an online resume that is not associated with an advertised position.



[Self Identification](#) [*Preferences](#) [Education](#) [Languages](#) [Employment History](#) **Attachments**

You may optionally attach a document which provides relevant additional information as part of your online resume, such as referees and professional learning undertaken. NB There is a limit of 300kb for this document.

Attachments				
File Name	Attachment Type	Attachment Purpose	Uploaded	
Resume.doc	SC Response/Additional Info	Resume	05/08/2009 2:42PM	

[+ Add Attachment](#)

Saving your Online Resume

To save your Online Resume click the **“Save”** button at any time,



The “Save” button is the only button which saves all of the information you have entered in the current session on ROL. To ensure no data is lost save your resume regularly and always save before exiting ROL. Information that has not been saved will be lost and cannot be retrieved.



Clicking the **“Exit Without Saving”** button will exit your Online Resume without saving any of your changes.

Submitting Your Online Resume into Talent Pool

On completion and once you are happy with the contents of the online resume, you may submit it to the Talent Pool.

By submitting your Online Resume to the Talent Pool any recruiter has access to your resume by searching the Talent Pool. This Online Resume is not attached to any particular Job Opening.

Other Applicants that do not have Recruiter Access will not be able to search for your resume that you submit into the Talent Pool.



The Talent Pool refers to the applicants, internal and external, who have proactively completed an online résumé and are genuinely interested in and available for employment in Victorian Government Schools.

Your resume has not yet been submitted to the Talent Pool. Please select the Submit action when your resume is ready.



Click the **“Submit”** button to submit your resume to the Talent Pool.

You will be prompted to agree to the Privacy and Disclaimer terms. Click the **“I agree to these terms”** to be able to submit your Online Resume into the Talent Pool. The Privacy Provisions and Disclaimer for Recruitment Online are available in links within the footer of all pages in the system, clicking on each will open a new window with the corresponding information. Ensure you have read this information prior to submitting your resume or application.

Resume

Submit Online Application

Terms and Agreements

I have read and understood the privacy and disclaimer information accessed by selecting the links for Privacy and Disclaimer in this site (available from the footer of this page).

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

Contact: [HR Services](#)
 Created on: Monday, December 19, 2005 | Last Updated: Friday, May 19, 2006
 © State of Victoria (Department of Education & Training) 2005. [Disclaimer](#) | [Privacy](#)

A confirmation email will be sent advising that you have submitted your resume to the Talent Pool.

Helen Hunter
 100 Collins Street
 MELBOURNE, VIC, 3000
[Edit Profile](#)

Your resume is currently in the Talent Pool. If you wish to update any details, make your changes and select Submit. If you wish to remove your resume from the Talent Pool, select Withdraw Application.

[Previous](#) [Careers Home](#) [Next](#)

Next time you click the **“My Online Resume”** link from the Careers Home Page, a message is displayed advising that your resume is currently in the Talent Pool.

You may update your online resume at any time. After making any changes required click **“Submit”** to submit the updated resume to the Talent Pool.

Withdrawing your Online Resume from the Talent Pool

Your Online Resume can be withdrawn from the Talent Pool at any time.

From the Careers Home Page, click **“My Online Resume”** to access your Online Resume.

Helen Hunter
 100 Collins Street
 MELBOURNE, VIC, 3000
[Edit Profile](#)

Your resume is currently in the Talent Pool. If you wish to update any details, make your changes and select Submit. If you wish to remove your resume from the Talent Pool, select Withdraw Application.

[Previous](#) [Careers Home](#) [Next](#)

Click **“Withdraw Application”** to remove your resume from the Talent Pool. Your details and resume will no longer be searchable by Recruiters, although your résumé will still be stored in the system.

Applying for an Advertised Position

An application can be lodged through Recruitment Online until midnight on the advertised closing date. Applicants who are unable to access or use Recruitment Online may submit a written application (hard copy). The hard copy must reach the school no later than the advertised closing date. Late applications may be accepted at the discretion of the principal.

When applying for a job use the **Save** button at any time to save your work without submitting the application.

After having saved and/or submitted an application or online resume (filling in Education, Languages, Employment History etc.) previously, you will not have to re-enter your Self-Identification, Education, Languages, Employment History as this information will default from your previously saved resume. You should verify the information and update this if necessary.

To view further information or apply for a job opening that has been found through an ad-hoc search, from a saved search or from the job agent results email, access the details of that job opening by clicking the name link in the **“Position Description”** column to review and submit your resume and application. This will open up the details of that particular job opening.

Select	Position Description	Subject/Duty	School	Apply By	Classn Code
<input type="checkbox"/>	Classroom Teacher	English / SOSE_A	Casterton Secondary College	15/07/2009	CLASS
<input type="checkbox"/>	Mathematics to Year 12	Maths	Brauer Secondary College	09/07/2009	CLASS

[Select All](#)
[Deselect All](#)
[Save Jobs](#)
 To apply for a job, click on the Position Description.

Job Description

Location:	Casterton Secondary College		
Classification:	Classroom Teacher		
Position Description:	Classroom Teacher		
Subject/Duties:	English	Level:	Secondary Years 7-12
	History		Secondary Years 10-12
Begin Date:	27/07/2009	End Date:	
Employment Type:	Ongoing	Employment Mode:	52/52
Time Fraction:	1.00		
Reference #:	692952		
Contact Name:			
Phone:			
School Website:	casterton.sc@edumail.vic.gov.au		
Apply By:	15/07/2007		

[Save Job](#)
[Apply Now](#)
[Return to Previous Page](#)

Click **“Apply Now”** to commence the application process to apply for the Job Opening. Click **“Continue”** to confirm the process of lodging your application.

[Apply Now](#)

Online Resume/Application

This section allows you to complete an online resume for the Talent Pool or apply for specific job vacancies. If you are applying for Job vacancies it is strongly recommended that you address the Selection Criteria, when prompted.

You may save your application as a draft at any stage prior to submitting.



If you have previously created an Online Resume, ROL will use that as a basis for the Online Resume to be submitted for the Job Opening. Modify any section of your resume in order to tailor it to the Job Opening.

If you have not previously created an online resume, you will be prompted to enter all relevant details as part of your application. Information entered during the application process is only saved as part of this particular application. For information on entering your resume refer to the Create an Online Resume earlier in this document.

Return to this section of this document after entering your resume details to the “Employment History” point to complete your application

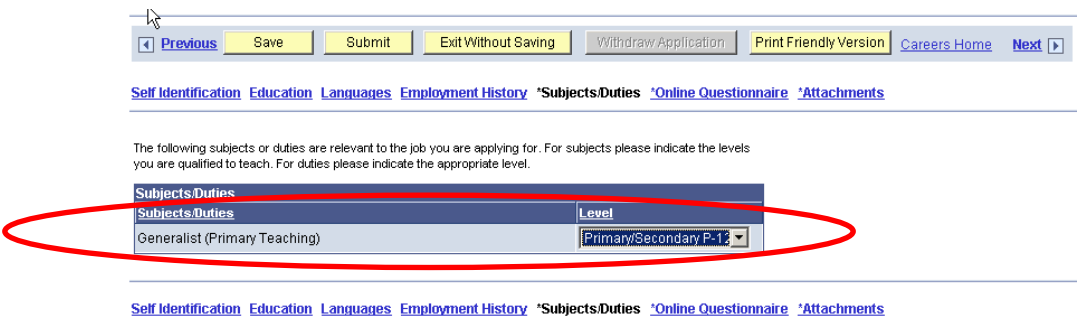
Subject/Duties Section

The subjects or duties that are relevant to the job you are applying for, as entered by the Recruiter will be listed for you in this section, except where the vacancy is for a Principal or Assistant Principal position.

You must complete this section.

For teacher jobs, indicate a level for each subject that has been entered.

For education support jobs, select **Education Support**.



Online Questionnaire Section

Answer the questions in this section (if any) that the Recruiter has deemed important for this job opening.

◀ Previous
Save
Submit
Exit Without Saving
Withdraw Application
Print Friendly Version
Careers Home
Next ▶

[Self Identification](#)
[Education](#)
[Languages](#)
[Employment History](#)
[Online Questionnaire](#)
[Attachments](#)

Application Questionnaire

Prior to employment all persons will be reviewed for suitability through referee and internal system checks and must meet all Department pre-employment requirements including a criminal records check. Do you understand these requirements?

No

Yes

Are you a current or former employee of the Victorian Department of Education & Early Childhood Development?

No

Yes

Have you received any form of Voluntary Departure Package from the Victorian Public Sector in the past three years?

No

Yes

Please select your Australian Citizenship/Residency Status

Australian or New Zealand Citizen

Non Resident of Australia

Australian Permanent Resident

Temporary Australian Resident WITH a work visa

Temporary Australian Resident WITHOUT a work visa

Attachments Section

Selection criteria document

This section allows you to attach to the online application a document in which you have responded to the Selection Criteria for the Job Opening. It is strongly recommended that you attach this document for each job you apply for.

You may also include other relevant information in this document, such as referees, references, and professional learning undertaken.


When completing your online resume you will not be prompted to enter this information. Include your chosen referees (generally up to 3 names) at the end of the document with your responses to the Selection Criteria.

Include for each of your nominated referees:

- Title (e.g. Mr, Mrs, Miss, Dr)
- First Name and Family Name
- Job Title (e.g. Principal, Co-ordinator) and Employer
- Contact details-telephone number(s), email address
- Reference type (e.g. personal, professional or both)

There is a limit of 300KB for this document. It is recommended that the document does not contain images as this will quickly increase the document size and exceed the limit.

Note: Recruitment Online will automatically log out if no entries are made after approximately 20 minutes. It is advisable that you click the **“Save”** button to ensure your data has been saved on a regular basis. If you require a significant amount of time to prepare the attachment, please click **“Save”** to ensure that all your previous information is maintained.

 **The “Save” button is the only button which saves all of the information you have entered in the current session on ROL. To ensure no data is lost save your resume regularly and always save before exiting ROL. Information that has not been saved will be lost and cannot be retrieved.**

[Careers Home](#)

[Self Identification](#)
[Education](#)
[Languages](#)
[Employment History](#)
[*Subjects/Duties](#)
[*Online Questionnaire](#)
[*Attachments](#)

It is strongly recommended that you attach a document that addresses the key selection criteria. You may also include other relevant information to this job application, such as referees and professional learning undertaken. Employees approved for compassionate transfer may also attach the Compassionate Transfer Approval as a separate attachment type. NB There is a limit of 300kb for each of these documents.

Attachments
 You have not added any attachments

[Careers Home](#)

[Self Identification](#)
[Education](#)
[Languages](#)
[Employment History](#)
[*Subjects/Duties](#)
[*Online Questionnaire](#)
[*Attachments](#)

Compassionate Transfer Approval letter
 If you have been granted compassionate transfer status, the electronic version of the letter granting you this status is also attached in this section.

Click **“Add Attachment”** and browse your computer to attach the document(s).

Attachments

Add Attachments

Attachments
 *Attachment Type:

 Attachment Purpose:

[Add Attachment](#)

Click the drop down arrow for the **Attachment Type** and select **SC Response/Additional Info** to attach the Selection Criteria document

Attachments
 *Attachment Type:

 Attachment Purpose:

Compassionate Transfer Approval
 SC Response/Additional Info

The “**Attachment Purpose**” field is a free text area and you can enter up to 30 characters (including spaces) in this field.

Attachments

Add Attachments

The screenshot shows a form titled "Attachments". It contains the following fields and elements:

- *Attachment Type: A dropdown menu with "SC Response/Additional Info" selected.
- Attachment Purpose: A text input field containing "Selection Criteria Respons".
- File Name: A text input field containing "SC_Response.doc".
- Buttons: Three buttons are located at the bottom: "Save & Return", "Save & Add More", and "Cancel".

Repeat this process to add the Compassionate Transfer Approval document (if applicable).

After uploading your document:

- Click “**Save & Return**” to save your attachments and return you to the Attachments section.
- Click “**Save & Add More**” button to save your current attachment and clear out the fields ready for your next attachment (if applicable)
- Click “**Cancel**” to return you to the Attachment section without saving any of your changes.

Note: Ensure your system performs regular up to date virus scans. Recruitment Online will perform a virus check on attachments prior to them being viewed. If a virus is detected, the file will not be available to recruiters or you. You will not receive any notification if a virus was detected.

Submitting Your Application

After completing your resume, adding attachments and checking everything is correct, Click “**Submit**” to submit your application for the job opening.

The screenshot shows a navigation bar with the following buttons and links from left to right:

- Previous (with a left arrow icon)
- Save
- Submit** (highlighted with a red circle)
- Exit Without Saving
- Withdraw Application
- Print Friendly Version
- Careers Home
- Next (with a right arrow icon)

Clicking the “**Save**” button, saves your application with a *Not Applied* status and does not submit your application to the recruiter. To submit your application and apply for the position you must click the “**Submit**” button

Applications can be lodged through Recruitment Online until midnight on the advertised closing date. Applicants who are unable to access or use Recruitment Online may submit a written application (hard copy). The hard copy must reach the school no later than the advertised closing date. Late applications may be accepted at the discretion of the principal.

After saving or submitting your application for the job opening, the Applications link on the Careers Home page will increase from zero (0) to one (1). As you apply for more positions, the number will increase. This number is only visible to you.

After clicking “**Submit**” you will be prompted to agree with the Privacy and Disclaimer terms. Click the “**I agree to these terms**” radio button to submit your Online Application for this Job Opening.

Submit Online Application

Terms and Agreements

I have read and understood the privacy and disclaimer information accessed by selecting the links for Privacy and Disclaimer in this site (available from the footer of this page).

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

.An email is sent confirming that you have submitted your online application.
If you submit an Application without an Attachment the following message displays:

Confirmation of Proceeding without an Attachment (22000,4)

In order to maximise your opportunity for appointment, it is strongly recommended that you attach a document containing your response to the selection criteria for this position.

Do you wish to continue without attaching a SC Response/Additional Information?

After submitting your application, you cannot modify the application. Where a change is required open the existing application, withdraw it, and then submit a new revised application. When entering your application details for the second time, most of the details will default from your previous application, however the subject/duties questions, the, questionnaire answers will need to be completed again and your attachments. must be re-entered/reattached.

Check the Status of Your Application

To view the status of your application, click the **“Applications”** link in **“My Career Tools”** on the Careers Home page. A list of positions that you have applied for (including those which you have saved but not submitted) will be displayed including those applications you have withdrawn online. Applications that you’ve been linked to will also be shown.

My Career Tools

[1 Applications](#)

[My Profile](#)

[My Online Resume](#)

Alternatively, click the **“My Careers Tools”** on the Application Menu area.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Career Tools

Deborah Law
changed first line street
Clifton Hill, VIC, 3068
[Edit Profile](#)

My Applications

Display applications from:

« First Previous Next Last »

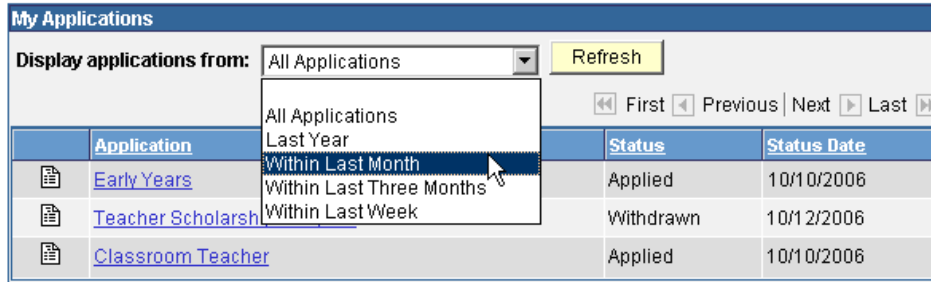
Application	Status	Status Date
Early Years	Applied	10/10/2006
Teacher Scholarship Program	Withdrawn	10/12/2006
Classroom Teacher	Applied	10/10/2006

[Return to Previous Page](#)

From this section, you can see what Job Openings you have applied for or have been linked to, and your status regarding that application. The following statuses are shown:

Status	Description
Applied	You have submitted an application, or a recruiter has linked you to the job opening.
Not Applied	You have saved the application without submitting it.
Withdrawn	You have submitted the application, and then withdrawn it.
Linked	A Recruiter has linked you to the Job Opening

If you have many applications, you can filter the results by clicking the “**Display application from**” drop down list and selecting the relevant period. Click the “**Refresh**” button, to re-display your applications.



Regularly check your emails. Emails are used within Recruitment Online to notify you of the status of applications or any job search agent results. You may be notified by phone or email, based on your preference, if an interview is arranged, for a job offer (if successful) or to confirm a successful outcome and a hire/rehire in the job.

If you receive a pop-up message advising you that the status of the job vacancy you wish to apply for online has changed, that job is no longer available as it has been withdrawn by the school. A vacancy that has been withdrawn, whilst visible on the day of withdrawal will not be visible after the overnight processing has finalised. Contact the school directly for further information and details.

Withdrawing Your Application

You may withdraw your application at any time up until the closing date of the job opening.

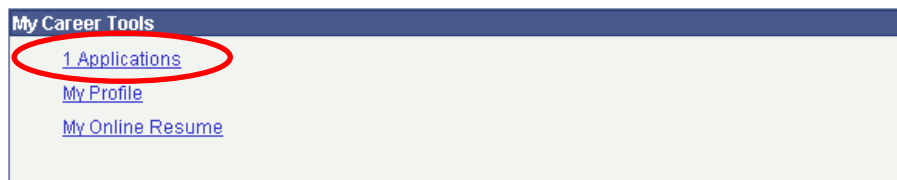
After the closing date has passed, contact the school in writing advising that your application is to be withdrawn. The Recruiter can withdraw your application on your behalf.

To withdraw your application prior to the closing date, access the application clicking the **“Applications”** link or clicking the **“My Career Tools”** link as described earlier.

[Careers Home](#)

Welcome Donald

Select My Profile to add/update your contact details and VIT registration.
Select My Online Resume to add yourself to the Talent Pool.
Perform a Search to find suitable vacancies.



The screenshot shows a navigation menu titled "My Career Tools" with three items: "1 Applications" (circled in red), "My Profile", and "My Online Resume".

Click on the name of the Job Opening that you wish to withdraw from.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) **My Career Tools**

My Career Tools

Donald Dart
41 Smithacres Rd
Montrose, VIC, 3765
[Edit Profile](#)



The screenshot shows the "My Applications" section with a dropdown menu set to "All Applications" and a "Refresh" button. Below the table are navigation buttons: "First", "Previous", "Next", and "Last".

Application	Status	Status Date
Classroom Teacher	Applied	09/11/2006

[Return to Previous Page](#)

Click **“Withdraw Application”**, to withdraw the application from this particular job opening.

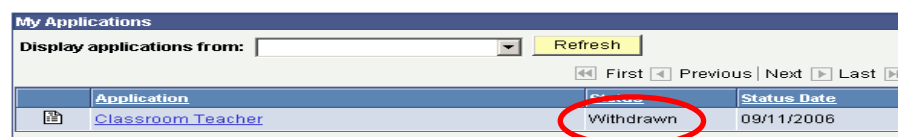


The screenshot shows a row of buttons: "Previous", "Save", "Submit", "Exit Application", "Withdraw Application" (circled in red), "Print Friendly Version", "Careers Home", and "Next".

The status of your job application will change to **“Withdrawn”** and an email sent to your nominated email address advising that you have successfully withdrawn your application.

My Career Tools

Donald Dart
41 Smithacres Rd
Montrose, VIC, 3765
[Edit Profile](#)



The screenshot shows the "My Applications" section with the same dropdown menu and "Refresh" button. The table now shows the application status as "Withdrawn" (circled in red).

Application	Status	Status Date
Classroom Teacher	Withdrawn	09/11/2006

Provisional appointments

The transfer or promotion of an ongoing member of the teaching service to another ongoing position in the teaching service (i.e. assistant principal, leading teacher, teacher or education support class employee) is provisional and subject to review by the Merit Protection Board (MPB).

Appointments under the teaching service are not subject to review by the MPB in cases where the successful applicant has priority status. Employees with priority status are those who have been declared excess or granted compassionate transfer status and have been referred and selected for an advertised vacancy.

The details of a provisional appointment, including the grievance closing date, will be available from the day after applicants have been notified through the Recruitment Online system of the selection outcome. The details will be accessible through the “**Provisional Appointments**” link on the **Careers** page on Recruitment Online for fourteen (14) calendar days for all applicants to view and determine their eligibility to lodge a selection grievance.

Provisional Appointments

To view current Provisional Appointments, please click on the following link:

[Provisional Appointments](#)

Note: Only 300 provisional appointments are shown in the Results. If the appointment you wish to review is not available click **Find** and enter the Job Opening number(s) you are interested in.

To browse the Department’s policy information regarding selection grievances, including determining your eligibility to lodge a grievance, click the “**Provisional Appointments Policy**” link on the **Provisional Appointments** page.

Appointments can only be confirmed following advice that no grievances have been lodged or where a grievance was lodged that the grievance has been resolved.

The **Return to Previous Page** link will get you back the Careers Page

Excess Referral

Where you have been declared in excess, your principal should search for appropriate job vacancies and forward them to you through Recruitment Online. You should also be searching for suitable vacancies.

You will only be able to access these through your internal EduMail account. You will receive an email containing the job(s) your Principal wishes to refer you to and a link to Recruitment Online. Click the link, and follow the prompt to login. The **Referral Response Page** appears.

Applicant Referral Response

Positions Identified for Referral

The following positions have been identified by your Principal for you to consider being referred to. Please select your response for each position and select the 'Save' button. NB Positions which have closed are no longer able to be selected.

Applicant Referral Response					1-10 of 10
Referred Date	Job No.	Position Description	Apply By	Accept	Decline
11/03/2006	603329	Classroom Teacher	11/07/2006	<input type="checkbox"/>	<input type="checkbox"/>

To review and respond to the jobs you have been referred to, click on the **Applicant Referral Response** link. The list of referred jobs displays. Click the **"Position Description"** link to view details of the job.

After deciding whether to accept or decline the referral(s), check the corresponding box alongside each job opening and click **"Save"**.

Applicant Referral Response

Positions Identified for Referral

The following positions have been identified by your Principal for you to consider being referred to. Please select your response for each position and select the 'Save' button. NB Positions which have closed are no longer able to be selected.

Applicant Referral Response					1-5 of 5
Referred Date	Job No.	Position Description	Apply By	Accept	Decline
01/06/2006	602985	Classroom Teacher	09/06/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/06/2006	603021	Mathematics to Year 12	14/06/2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Return to Previous Page](#)

An email is sent confirming the jobs you have accepted the referral to. Your principal who referred the job(s) will also be informed of your choice. Additionally, the principal(s) of the school(s) advertising the jobs you have accepted referral to will be informed of your acceptance (i.e. to apply for the job).

To formally apply for the job(s), follow the link provided in the email or return to Career Home and click the **"My Saved Jobs"** link at the top of the page.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Saved Jobs

Saved Jobs					
Results		More Info		[Add]	
<< First < Previous Next > Last >>					
	Position Description	Subject/Duty	School	Apply By	Class Code
<input type="checkbox"/>	Classroom Teacher	GeneralPri	Corporate Services Division	09/06/2006	CLASS

[Select All](#) [Deselect All](#) To apply for a job, click on the Position Description.

Note that **My Saved Jobs** page will include any job(s) you have saved in addition to the referred job(s) you have accepted.

To proceed with an application for the job, click the link in the **"Position Description"** column and apply for the job as you would any other job.

Excess employees are strongly encouraged to provide a response to the key selection criteria for the job as part of their application.

Trouble Shooting

If you are experiencing difficulties using Recruitment Online, this information may assist you in resolving your problem.

Assistance for Applicants

This Applicant Help Manual is available on the Department's HR website HRWeb by clicking here [Applicant Help Manual](#) and can also be accessed directly at any time from within Recruitment Online, by clicking the **Help** link in the top right hand corner of each screen.

Time-out / Automatic Logout

To ensure system security, Recruitment Online will automatically log you out after 20 minutes of inactivity. Regularly save your updates to ensure information is not lost.

Accessing Recruitment Online Using Teacher Laptops

Some employees have experienced issues when accessing Recruitment Online from home. This is generally due to the proxy server settings on the laptop which connects to the school's domain. To enable access from home, laptops should have the *laptoplogin.vbs* script installed to support different login scripts based on the IP address. Details are available in the [IBM r52 Install Instructions and Scripts](#) at <http://www.eduweb.vic.gov.au/techroom/forums/20160/ShowPost.aspx>

Using Internet Browser Controls

Recruitment Online (ROL) does not operate correctly if you use your Internet Browser's (e.g. Internet Explorer, Safari, Mozilla...) navigation buttons. Do not click the Back or Forward buttons while in ROL.

Sorting Results in Lists

After performing a search, re-sort the results by clicking on the column headings above the results. Clicking the heading a second time changes the sort from ascending to descending (or vice-versa).

Refining Search Criteria

On search results screens (e.g. Job Search, Job Opening Search), you can review and refine your search criteria without returning to the search screen and re-entering all criteria. As shown in the graphic below, find the 'Click icon to...' heading above the search results and click the > icon. This will display the search screen for refining your search criteria or allow you to save the search.

