Web Recruitment

How to apply for a position
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Web Site

From the web site you can view all the vacancies available. The initial screen will show a summary of the vacancies at Greater Shepparton City Council.

By pressing on the details link beside the vacancy you are interested in will provide more information, including the position description. Read the information carefully as it will assist with your application and subsequent interview. Take note of the closing date, all vacancies are removed from the web site at 5pm on the closing day.

To apply for a vacancy you need to be registered on our site.

Registering

There are three options when you get to the Sign In / Register page, sign in as an existing user, sign up as a new user and I have forgotten my password

Sign in as an existing user

Enter in your previously recorded details and press confirm.
Your profile will now appear.

**Sign Up as a new user**

Click on Sign Up as a new user a Privacy Statement will be displayed. Once you have read the statement and agree click on the checkbox next to accept the conditions, this will activate the registration screen.
Enter all the details, anything with a red field box is mandatory. Use the drop down lists if they are available such as those next to the Eligibility Questionnaire.

Passwords must be at least five characters

Once all your details are entered press confirm.

An email will be sent to your email address with your confirmation code, this should only take approximately five minutes.

Enter the confirmation code and press confirm

Your profile will be displayed.
Once you have successfully signed in an email will be sent to welcoming you to our site.

Welcome and thank you for your interest in joining our organisation.
You have now successfully registered.
Please ensure that you keep your information up to date.
If you have any questions regarding our recruitment process please contact our Human Resources Team on 03) 3832 9593

I have forgotten my password
Use this option if you forget your password at any stage

Enter in your email address and press confirm

A new confirmation code will be issued to your email address this should take approximately five minutes, enter in the details and press confirm.

You will then be asked to change your password. Passwords must be at least five characters.
Your profile will be displayed.

**Unsubscribe**

To unsubscribe to our web service at any time log into the web site and click on the word **Unsubscribe**

Enter in a brief description about why you are unsubscribing and press confirm.

**Changing email address**

To change your email address log into the web site once you are in, click on the word **Change Email**
Change your email address and press confirm. An email will be issued to this email address as confirmation.

**Changing password**
To change your password log into the web site, click on the word **Change Password**

- Enter in your current password and new password, confirm your new password and press confirm.
- Remember passwords must be at least five characters.

**Personal**
Start by clicking on **details** link at the end of the Personal panel.

**Personal Details**
Click on the **Modify** button
Change or add any details required.

By pressing Confirm Modify will save your changes.

**Job Alert**

A job alert profile can be created if you are interested in receiving an email when a vacancy becomes available in a particular field. Press on the start alerts.
Choose areas that you are interested in and press confirm.

You can modify or stop these alerts at any time by pressing on the details link.

**Applications**

Under the heading **Your submitted, or incomplete, job applications**: is a history of the positions in which you have applied for that have not been finalised either by completing the application or by appointing someone to the vacancy.

Depending on the status of the application will depend on what actions you can perform on these. For example on a **Draft** status you have the ability to modify, submit or delete your application, press on the details link.
on a **Submitted** status you have the ability to recall or withdraw your application, press on the *details* link.

**Application Details**

Position: ECE - Room Leader (Casual)  
Organisation Unit: Occasional Care/ChildCare  
Location: Various ChildCare Centres  
Tenure: Casual

**INFORMATION FOR APPLICANTS**

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fci irrigation base, with major industries related to food processing, manufacturing and tra Victoria's agricultural

on an **Under Consideration** status you have the ability to withdraw your application
**Employment History**

In the panel titled *Your employment history* is where you can list your previous work experience. Click on the word **New** to enter in your employment details.

Complete the details and press **Confirm**. **Confirm** will only appear when the mandatory fields have been completed. Mandatory fields are identified by the **red** box around the field ie From, Job and Organisation.
Continue to add as much history as you feel necessary.

**Educational History**

The *Your Educational History* panel records all the information about your learning that you want to advise when you are applying for a position.

By clicking on the word *New* it will activate a form to enter your educational details.
Once the details have been entered press confirm.

Continue to add as much history as you feel necessary.

**Licences**

The **Your Licences** area records all licence information that has an expiry date. It is an area that highlights the licence information you want to for the various vacancies you will apply for.

To add Licence information press on the word **New** a Licence Details form will be displayed. Enter in relevant information, mandatory fields are highlighted by a **red** field box.
Press confirm.

You can enter in as many details as you consider necessary.

**Equity and Diversity**

In the area titled **Your equity and diversity**: you can store your information about your background.

To enter your details press on the word **New**.

An Equity and Diversity Details form will be activated for you to complete.
Press confirm once your details have been entered

**Referees**

The **Your Referees** section relates to who do you want the interview panel to contact. Who will provide a reference of your character or work performance. To enter these details press on the word **New**. The word new activates a referee details form.
When you have entered in the details press confirm.

Continue to add as many as you feel necessary however it is best having at least two referees.

**Messages**

*Your messages:* will keep a history of emails you receive in relation to vacancies and your vacancy profile. By clicking on the details link the message the actual message details will appear. This area is only a view mode.
Automatically generated emails

There are a few automatic emails, these include when your application has been submitted, withdrawn, when your draft application has not been updated for more than 48 hours, if your draft application has a closing date approaching and draft applications will be deleted if they are past the closing date. If you have any questions regarding the emails that have been sent please contact the Human Resources Team on 03 5832 9593.

Eligibility Questionnaire

The **Your eligibility questionnaire responses**: is a view of the questionnaire responses you gave when registering on our site. This area is only a view mode.

<table>
<thead>
<tr>
<th>Your eligibility questionnaire responses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Vacancies

The **Vacancies** area relates to current vacant positions available. It is from here that you apply for positions.

<table>
<thead>
<tr>
<th>Vacancies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you click on the details link on one of the Vacancies the information relating to the position appears.
Vacancy Details

Email To A Friend

You have already applied for this Vacancy

Position: ECE - Assistant (Casual)

Organisation Unit: Occasional Care/ChildCare

Location: Various ChildCare Centres

Tenure: Casual

Closing

INFORMATION FOR APPLICANTS

Greater Shepparton City Council, situated in the heart of the Goulburn Valley, is the fourth largest provincial centre in Victoria and has a well developed economy. The Goulburn Valley is often referred to as 'The Food Bowl of Australia' as around 25% of the total value of Victoria's agricultural production is generated in this area.

Greater Shepparton has a population of approximately 60,000, and an expenditure budget in excess of $118 million. The population is culturally and socially diverse, with a developing focus for the region.

For more information about this position, please contact Jenni Harris Family and Children's Services Administration Assistant on 03) 5832 9757.

ABOUT THE POSITION

Applications are invited from interested and appropriately skilled persons to work as Certificate II trained Early Childhood Educators on a casual basis. A salary range of $28.44 - $38.85 per hour will be offered, depending on experience and qualifications. This role also includes SCHOL holidays in

Refer to How to apply - External for further information.

Email to A Friend

Vacancies can be emailed to notify friends, to do this detail out on vacancy when the vacancy details (as shown above) appear click on email to a friend.
Enter in your friend’s name and email details

**Email Vacancy To A Friend**

<table>
<thead>
<tr>
<th>Your Name</th>
<th>RCB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Email</td>
<td><a href="mailto:rcb@shepparton.vic.gov.au">rcb@shepparton.vic.gov.au</a></td>
</tr>
<tr>
<td>Friend’s Name</td>
<td>Teri</td>
</tr>
<tr>
<td>Friend’s Email</td>
<td><a href="mailto:teri.smith@hotmail.com.au">teri.smith@hotmail.com.au</a></td>
</tr>
</tbody>
</table>

Press confirm

**Notification**

An email has been sent regarding this Vacancy.

OK
Confirmation will appear when the email has been sent.

**How to apply – External**

Once you have found a vacancy on the web site that you would like to apply for click on the details link the Vacancy Details screen will appear. Read the information carefully as it will assist with your application and subsequent interview. Take note of the closing date, all vacancies are removed from the web site at 5pm on the closing day.

At the bottom of the information will be a link to the Position Description

Click on the word **Open** to view the document.

When you click on **Open** you will be given the opportunity to save or just view the document.
Greater Shepparton City Council
Position Description

Early Childhood Educator – Assistant

CLASSIFICATION: Band 2
BRANCH: Aged and Children’s Services
DEPARTMENT: Community Development

Read the document carefully paying particular attention to the Key Selection Criteria (KSA).
The KSA will be required to have a response against each statement in the Questionnaire part of your application.

If you have any question regarding the position being advertised contact the person listed in the vacancy details.

Once you are happy and wish to proceed with your application press the Apply button.
The application wizard will walk you through the steps of applying for the position and what information will be sent onto the selection panel.

The **Overview** step will give you another look at the position description. Click on **Next** when you wish to move to the next step.

The **Documents** step is where you get to load a copy of your Cover Letter and Resumé. To attach the documents press on the word **Attach**

Press on the selection tool to help you find the file name of your document.
Highlight your document and press **Open**

Press **Upload**

Do the same process for each document type

<table>
<thead>
<tr>
<th>Documents</th>
<th>Cover Letter: Letter.docx</th>
<th>Resumé: Resume.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open Replace Remove</td>
<td>Open Replace Remove</td>
</tr>
</tbody>
</table>

Your documents can be Opened, Replaced or Removed at any stage of the application up until it has been submitted.

Press **Next** to go to the next step of the wizard
The **Referees** step will populate with information stored from the **Referees** step as mentioned earlier. At this stage you have the opportunity to **Add** or **Remove**.

If you are satisfied press **Next** to go to the next step of the wizard.

The **Resumé** step is giving you another opportunity to view / amend / replace the resumé you uploaded.

Press **Next** to go to the next step of the wizard.

The **Questionnaire** step is where you respond to the **Key Selection Criteria**, you will notice that the field boxes are red indicating that they are mandatory. Give time and consideration to your responses as this is how your application will be judged. If you prefer to answer some now and then come back and review your responses or add additional information remember to save your application to this point by pressing **Save and Close**.
Your application can sit in draft form and be modified at any time right up until applications close. Remember applications which do not specifically address the Key Selection Criteria will not be considered. If you wish to come up with your answers in word they can then be copy and pasted into this screen (one response at a time) by using Ctrl C (Copy) and Ctrl V (Paste).

Once all mandatory fields have been compiled and you are satisfied with your response press **Next** to go to the next step of the wizard.

The **Cover Letter** step is giving you another opportunity to view / amend / replace the cover letter you uploaded.

Press **Next** to go to the next step of the wizard.

The **Submit Application** stage of the wizard will collate all of your responses all that is left to do is **Submit Application**.

Once the submit application has been pressed the wizard will take you back to the vacancies portal if you then go to the **Your submitted, or incomplete, job applications:** area, the status of your application will show as Submitted.

An automatic email will also be generated once the application has successfully been received into our system.
To Continue a Saved Application

If at any stage you have saved and closed your application and now have time to go back to finalise it, go to the web site and sign in. In the Your submitted, or incomplete, job applications area press on the details link for your application with a status of Draft.

Application Details

Modify  Submit  Delete

Position  ECE - Room Leader (Casual)
Organisation Unit  Occasional Care/ChildCare
Location  Various ChildCare Centres
Tenure  Casual

From here you can Modify, Submit or Delete your application. To continue your application press Modify.

Using the drop down step process find the step you were up to, alternativly press next until you reach the step you were up to.

Go Back

If you are in one of the section pages and you wish to return to your profile press on the Go Back link at the top of each page.
Withdrawing an application

To withdraw your application so it will no longer be considered in the recruitment process go to the heading **Your submitted, or incomplete, job applications:** highlight the application you are wanting to withdraw, it will have a status of either submitted or under consideration.

Press on the detail link

Press on the withdraw button.
Put in a brief reason why your application is being withdrawn and press confirm withdraw. An email will be issued to confirm your application has been withdrawn.

**Opening Documents**

From anywhere where a document is located and you wish to view

Click on the word **Open** to view the document.

When you click on **Open** you will be given the opportunity to save or just view the document.
The document will then be displayed.

**Attaching a document**

Anywhere where documents can be attached ie Cover Letter, Resume, copy of licence, copy of reference etc

To attach the documents press on the word **Attach**

Press on the selection tool to help you find the file name of your document.
Highlight your document and press **Open**

**Select a Document to Attach**

File Name: Letter.docx  
Maximum file size: 10MB

Press **Upload**

**Troubleshooting**

When you go to Submit Application if any mandatory part of your application is missing, error messages will appear:

**Submit Application**

Error: Cannot submit this application as your Resume has not been recorded yet
Error: Cannot submit this application as your Cover Letter has not been recorded yet

**Submit Application**

Error: Cannot submit this application as the Questionnaire has not been completed yet
Fix the relevant errors and continue to Submit Application if you have any problems trying to work out what the error is please contact Human Resources on 03 5832 9593.

**Terminology**

*Recall* Recalling an application means you would like to make adjustments to your application that has already been submitted, you can recall your applications and make the required changes and resubmit providing it is still within in opening period. If you wish to amend your application after the closing date please contact Human Resources on 03 58 32 593 to be granted special permission.

*Withdrawal* Withdraw your application will mean it will not be considered in the recruitment process.

*Mandatory* fields are identified with a red box.