

Casual Staff Seeker

User guide for teachers



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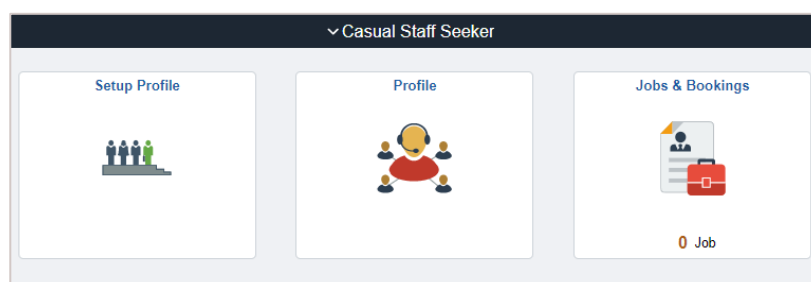
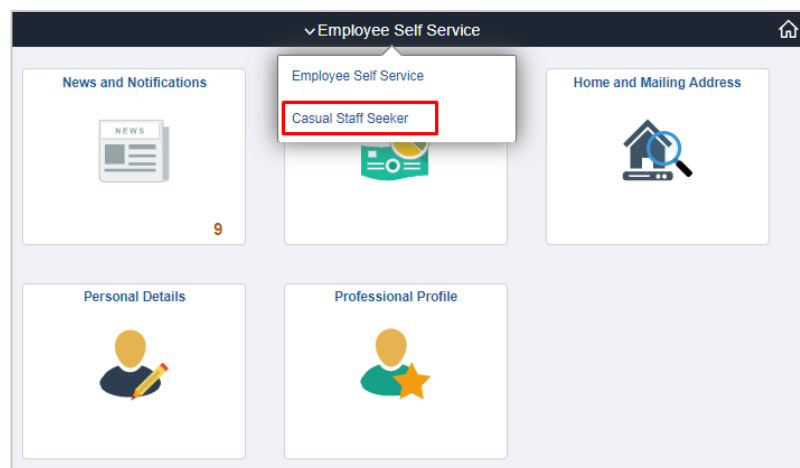
Welcome to the Casual Staff Seeker

Casual Staff Seeker is the Department's new online tool that connects you to schools seeking casual relief staff. The **Casual Staff Seeker** tool will match you with casual opportunities, and alert you when you receive a booking request from a school.

Your profile – in which you nominate your **location** and **teaching** preferences, as well as your **availability** – will only be visible to schools once it is completed. This guide will help you set it up, and modify it when your circumstances change.

Casual Staff Seeker can be accessed through the Department's Human Resource Management Information System (HRMIS), which you can access once you have created an online services account.

- log in to HRMIS using your single sign-on username and password.
- Once logged in, you will see the **Employee Self Service** homepage.
- Select **Employee Self Service** to reveal the drop down menu and choose **Casual Staff Seeker**.
- To start setting up your profile, select the **Setup Profile** tile.



Setting up your profile

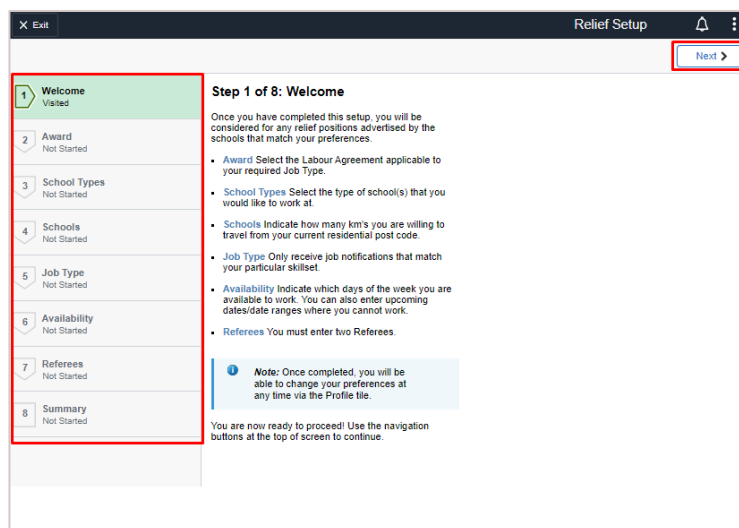
Before you are visible to schools, you must go to the **Setup Profile** tile to complete your profile setup. These details can be updated at any time, and we encourage you to regularly review your location and teaching preferences so you have wide availability.

The setup function has 8 steps, which we will guide you through here.

Step 1 of 8: Welcome and overview

This provides you with an overview of your profile setup.

Please select **Confirm** to save your details at each stage, before selecting the **Next** button in the top right corner, or using the left hand menu bar.

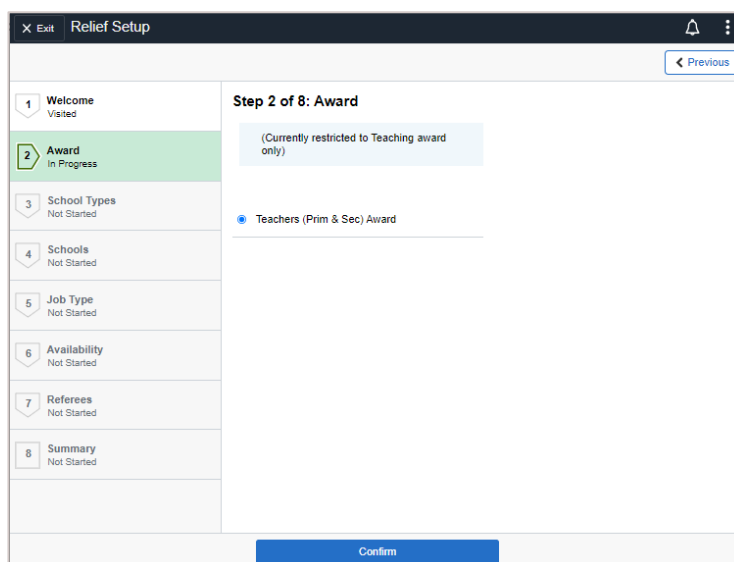


Step 2 of 8: Award

This is the legislative Award that you will be employed under. Select *Teachers (Prim & Sec) Award*.

Select **Confirm** at the bottom of the screen, before proceeding.

Select **Next** for **Step 3**



Step 3 of 8: School types

Select the types of schools you are interested in working in.

You can work casually at any school, regardless of your qualification.

Education support schools include education support centres and schools, including Schools of Special Educational Needs (SEN).

Specialist worksites include schools of the air, the School of Instrumental Music, and the School of Isolated and Distance Education (SIDE).

Confirm this at the bottom of the screen, before proceeding.

Select **Next** for **Step 4**

The screenshot shows a web application window titled "Relief Setup". On the left is a vertical progress bar with eight steps: 1. Welcome (Visited), 2. Award (Complete), 3. School Types (Complete), 4. Schools (Not Started), 5. Job Type (Not Started), 6. Availability (Not Started), 7. References (Not Started), and 8. Summary (Not Started). Step 3 is highlighted with a green border. The main content area is titled "Step 3 of 8: School Types" and contains the instruction "Select the School Type(s) that you would like to work at". Below this are six checkboxes: "Primary Schools" (checked), "Secondary Schools" (checked), "District High Schools & K-12" (unchecked), "Remote Schools" (unchecked), "Education Support" (unchecked), and "Specialist Worksites" (unchecked). At the bottom right of the main area is a blue "Confirm" button. Navigation buttons "Previous" and "Next" are located at the top right of the content area.

Step 4 of 8: Schools

You can create your list of preferred schools in two ways:

- Distance from home
- Individual schools

Distance from home

Enter your home address and select how far you are willing to travel to get to a school. The address you entered on your application will default here.

Then select **Get Schools**.

All schools within the km radius you set will display and automatically be selected as **Yes**. A **Yes** value indicates you are willing to teach at this school.

Use the **Yes/No** slider to unselect a school.

NB. Setting the slider value to **Yes**, indicates you want to be considered for relief work at this school. When the slider is set to **No**, indicates you are not interested in relief work at this school.

You can update your starting address at any time, or change the distance you are willing to travel. If you are travelling through the year, you can also update your address as you move around.

Note that each time you change the address or distance; your list will reset.

Individual schools

You can add schools individually or add others that are outside of your km range, if you have used the 'distance from home' function.

To do this, select **Add Additional Schools**.

Use the **magnifying glass** to search for each school.

Relief Setup

Step 4 of 8: Schools

Info

Click the Get Schools button below to retrieve all schools within the nominated kilometres radius - from your home address.

Edit the address if this is not your usual home address (this does not change your HRMS Self Service address). You can also edit the kilometres, depending on your travel preference.

If there are any schools that are outside your nominated kilometre radius, but where you would still like to be considered for casual relief work, click the Add Additional Schools button.

Refresh Schools

I would like to be considered for all relief work that is within

Kilometres 20

of address: 9 Seery Court LAKE CLIFTON WA 6215

Get Schools

Confirm

Relief Setup

Step 4 of 8: Schools

Info

Refresh Schools

Schools (untick to exclude)

Add Additional Schools

Ocean Road Primary School 18.96 km

Yes

Confirm

Add School

Add a school that is outside your nominated km radius, but where you would still like to be considered for casual work.

School

Add

Enter the first part of the school name only. Do not enter the school type (eg Primary School). This field is case sensitive in Sentence case i.e. capitalise the first letter of the word.

Example: to search for Albany Primary School, you can search by entering Albany, ensuring the first letter is capitalised.

Once you have entered the school name, select **Search**, then choose the school.

Cancel

Lookup

Search for: School

Search Criteria

Description (begins with) Albany

Search Clear

Search Results

4 rows

Description
Albany Community Kindergarten
Albany Primary School
Albany Secondary Educ Supp Ctr
Albany Senior High School

Show Operators

Select the school you want to add to your list

Select **Add**.

This school will now appear in your list of **Preferred Schools**.

Again, note that each time you change the address or distance, your list will reset and you will need to add these individual schools again.

This will not affect any bookings you have.

Add School

Icon of a school building

Add a school that is outside your nominated km radius, but where you would still like to be considered for casual work.

School Albany Primary School

Add

Select **Next** for **Step 5**

Relief Setup

Previous Next

1 Welcome Visited

2 Award Complete

3 School Types Complete

4 Schools Complete

5 Job Type Not Started

6 Availability Not Started

7 Referees Not Started

8 Summary Not Started

Step 4 of 8: Schools

Info

Refresh Schools

Schools (untick to exclude)

Add Additional Schools

Albany Primary School	Manual Add	Yes
Ocean Road Primary School	18.96 km	Yes

Confirm

Step 5 of 8: Job Type

Your area of qualification will be pre-selected and show a *Qualified* symbol next to it.

You can select other learning areas outside your area of qualification, that match your skill set, experience and interests.

Use the **Yes/No** slider to select these.

You can then select learning contexts, or specialities, within these learning areas you are willing to teach. For example, within Arts, you can indicate your interest in teaching Drama. To do this, select the check box.

Once complete, select **Confirm**.

Select **Next** for **Step 6**.

If you have additional qualifications, which will allow you to indicate further qualified areas, please email your documents to workforce.casual@education.wa.edu.au.

Once verified, we will notify you, and update your qualifications in your profile.

Relief Setup

Step 5 of 8: Job Type

To help refine the school relief requests, enable the job types that match your particular skillset.

Qualified

Arts

Dance

Design

Drama

Media Production and Analysis

Music

Visual Arts

Deaf Education

Early Childhood

Education Support

Confirm

Step 5 of 8: Job Type

To help refine the school relief requests, enable the job types that match your particular skillset.

Qualified

Arts

Deaf Education

Early Childhood

Education Support

English

English as Additional Language/Dialect

Health and Physical Education

Humanities and Social Studies (HASS)

Languages

Library

Mathematics

Primary

Primary - Specialist

Science

Secondary - Generalist

Technologies

Confirm

Step 6 of 8: Availability

Your contact details will be displayed here. Please ensure these are current.

Please note: you will receive notifications by SMS and email. Update your preferred mobile phone and email if needed.

Step 6 of 8: Availability

Indicate which day(s) of the week you are available to work.
Also include any upcoming dates where you are unavailable - to prevent schools sending you job requests within a date period.

Preferred Mobile Phone
0401000111

Preferred Email Address
<abc.abc@hotmail.com>

Weekdays Available To Work

Monday ☒ Yes
Tuesday ☒ Yes
Wednesday ☒ Yes
Thursday ☒ Yes
Friday ☒ Yes

Confirm

Let schools know when you are available to work, using the **Yes/No** sliders.

Indicate any dates that you will be unavailable (eg on holidays) under Upcoming Dates Unavailable to Work, then Confirm this.

You can add additional dates using the + symbol.

Don't worry about updating with any relief days (booked via the Casual Staff Seeker) or short term contracts you have – the system will do this automatically for you.

Once complete, select **Confirm**.

Select **Next** for **Step 7**

Upcoming Dates Unavailable To Work

From To

Upcoming working dates for your non-casual job(s)

Display Only. Dates will be populated automatically

Day/Date	FTE
<div></div>	

Step 7 of 8: Referees.

Enter the details of two professional referees. If you are a graduate teacher, you may consider adding the contact details of your supervising practicum teacher.

Select **Confirm** before progressing.

Note that schools will be able to access the previous 6 months of your casual work history through Casual Staff Seeker.

Select **Next** for **Step 8**

Step 7 of 8: Referees

You are required to enter two referees

Referee 1

Organisation: Optional
Name: Joe Bloggs
Position Title: Deputy Principal, Paradise P.
Relationship To You: Line Manager
Phone Number: 0412345678
Email Address: joe.bloggs@education.wa.edu

Referee 2

Organisation: Optional
Name: Jane Doe
Position Title: Principal Sunshine School
Relationship To You: Principal
Phone Number: 0412345678
Email Address: Jane.Doe@education.wa.edu

Confirm

Step 8 of 8: Summary

Take some time to check that you have entered your preferences correctly.

Once completed, select **Confirm** to return to the **Home** tile.

Your setup is now complete.

Step 8 of 8: Summary

Well done - you're all set!

If you're happy with your preferences, click the confirm button and you will be taken back to your home tile.

- Awards: 1
- School Types: 2
- Schools: 2
- Job Types: 1
- Availability: MTWTF
- Referees: 2

Confirm

Remember

You can update your location and teaching preferences, and availability, at any time.

If you change the address or km distance from home, your list will reset. This will also reset any additional schools you have selected.

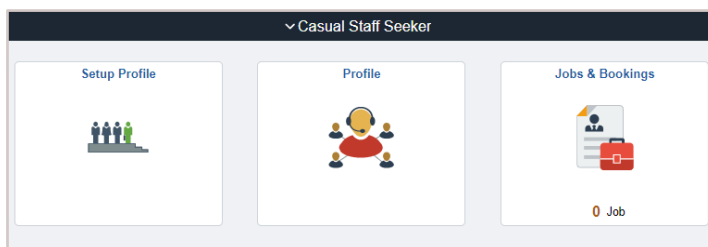
This will not affect any bookings you have.

Refining your profile

As you have already confirmed your location and teaching preferences, and availability in the setup, there are only a few more steps before your profile is visible.

The **Profile** tile is available on the Casual Staff Seeker home screen.

Please make sure you have completed your set up before continuing.



Select **Settings** from the left hand menu bar.

Check your contact information, making any changes before selecting **Save**.

To deactivate your casual profile, slide the **Yes/No** slider to **No** and click **Save**.

You will not receive any further requests for casual work if you de-activate your profile.

To re-activate your casual profile, slide the **Yes/No** slider to **Yes** and click **Save**.

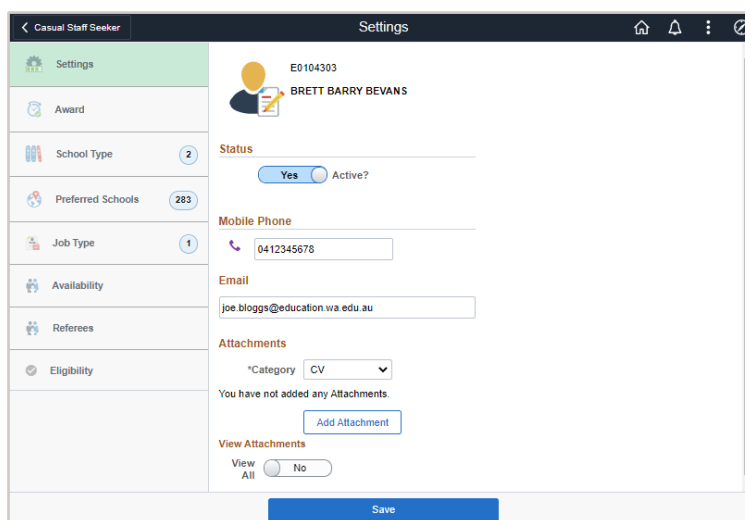
To keep your profile current, you can update any of the information in your **Setup profile** at any time.

Updating your CV

Under the **Attachment** heading, add your up-to-date CV, along with a covering letter if you wish.

You can also update your email address and mobile phone number.

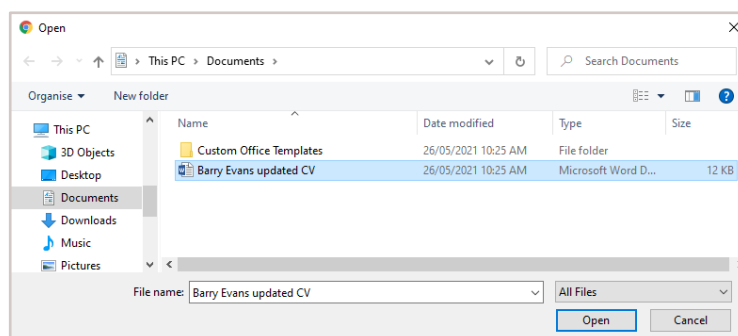
These details will be used to send you booking requests. Remember to ensure these details are correct or updated.



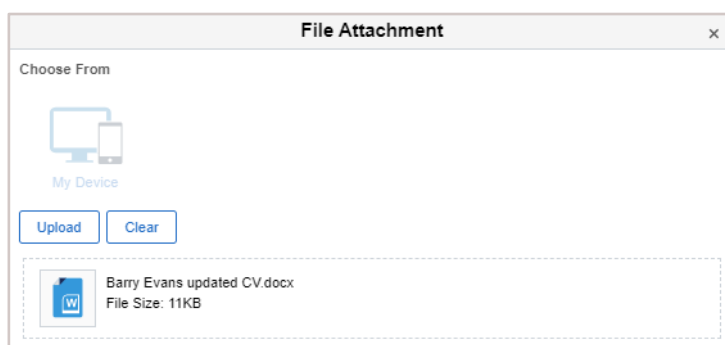
To add a document, select **Add Attachments** and **My Device**.

Select the location of your file, then **Open** and **Upload**.

We recommend using either a Word document, or pdf.

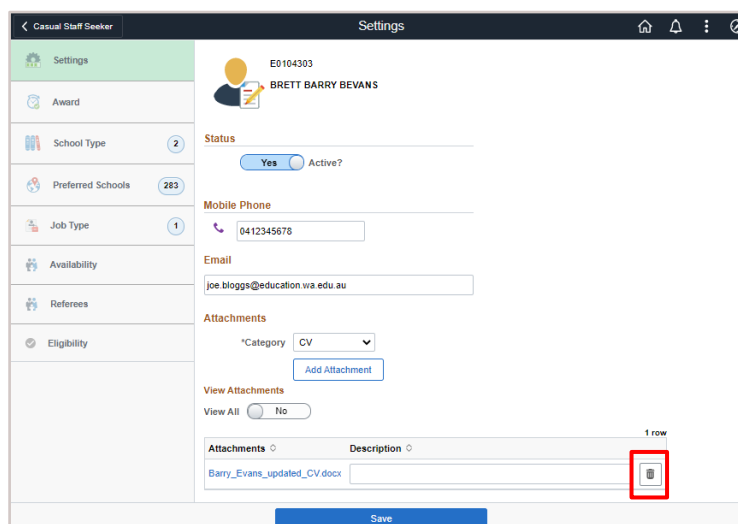


Your attachment will now appear in your profile, and can be viewed and downloaded by schools.



Select **Save** at the bottom of the page to add this attachment to your profile.

If you attach a new CV you should remove the previous version by selecting the **Trash** can next the attachment you want deleted.



Updating your availability

Keeping your availability current ensures schools will send you booking requests only when you are available for work.

- Got-to the availability tab and update as needed.
- Please note, if you add a date more than 30 days in the future, you will receive an on-screen message to confirm the dates are correct.
- Select '**Ok**', to continue and then **Save**.

If you have confirmed booking request dates, using *Casual Staff Seeker*, these dates will automatically show you as unavailable for further booking requests on those days.

Remember, it's important to keep your availability up-to-date.

Eligibility check

Confirm your eligibility for employment by selecting **Eligibility** from the left hand menu, then **Check my Eligibility**.

Screening, Working with Children Check (WWCC) and Teacher Registration Board must be green for schools to book you for casual relief.

If your WWCC area is red and have a current and valid WWCC card, please send a copy to wwcc.query@education.wa.edu.au so we can update your WWCC details.

Jobs and bookings

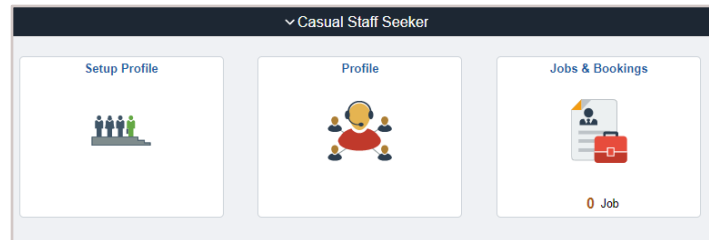
You will receive an SMS each time a school sends you a booking request. You can then log in to Casual Staff Seeker to find further details, and indicate your interest in the job.

If you indicate your interest in the job, and this is confirmed by the school, you will receive a further SMS to let you know.

The **Jobs & Bookings** tile has two sections:

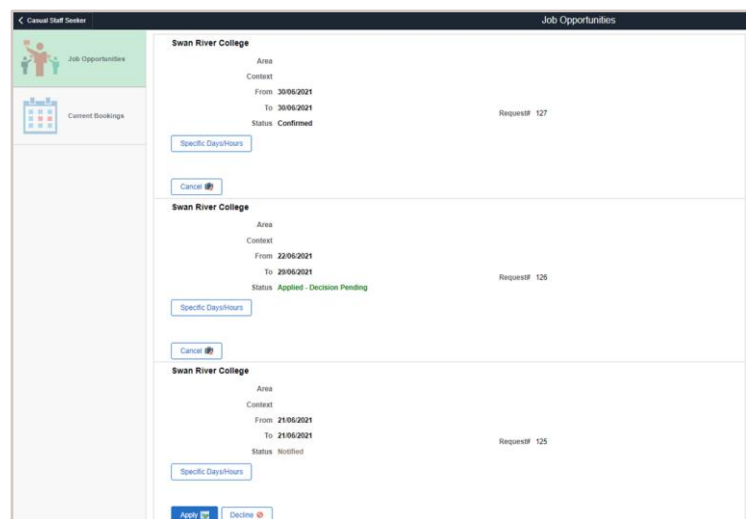
- Job opportunities
- Current bookings

It is a good idea to check in here regularly.



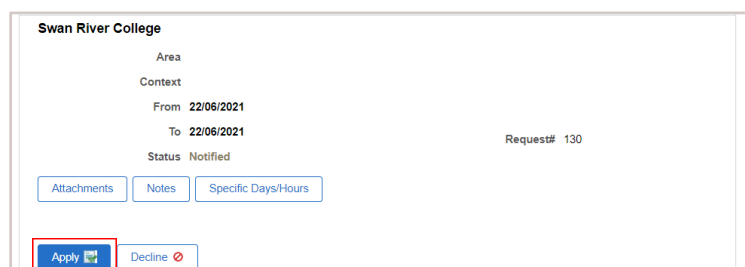
Job Opportunities will show all pending, booked and declined casual bookings you have been sent.

Here, you can apply, decline or cancel a booking.



Apply for a job opportunity

1. Select the **Apply** button.
2. Select **Specific Days/Hours** to check if the job opportunity is for a full or partial day.
3. Select **Attachments** or **Notes** (if there are any), to view more information about the booking request.
4. We would appreciate your response to bookings whether you wish to apply or decline. This way, schools can confirm who will be working in their classrooms.



Confirm a booking

Once you have expressed an interest in the booking request, the school confirms the teacher who best suits the needs of the booking request.

Note: the school may send a request to multiple teachers.

If you are confirmed for the booking request, you will receive an SMS confirmation. The status of the booking request will then be confirmed. If you do not receive a confirmation message, the school has confirmed another teacher in the booking or withdrawn the request. It will appear as **No Longer Available** on the **Job Opportunities** page.

Swan River College
Area
Context
From 21/06/2021
To 21/06/2021
Request# 122
Status **Confirmed**
Specific Days/Hours
Cancel

Swan River College
Area
Context
From 28/06/2021
To 02/07/2021
Request# 119
Specific Days/Hours
No Longer Available

Cancel a booking

You can also cancel your interest, or a confirmed booking, using the **Cancel** button.

If you are doing this close to the day you are expected to attend, please contact the school by phone to advise them. This will give them time to book another teacher.

Swan River College
Area
Context
From 21/06/2021
To 21/06/2021
Request# 122
Status **Confirmed**
Specific Days/Hours
Cancel

Current Bookings will show the details of any current and upcoming bookings that both you and the school have confirmed.

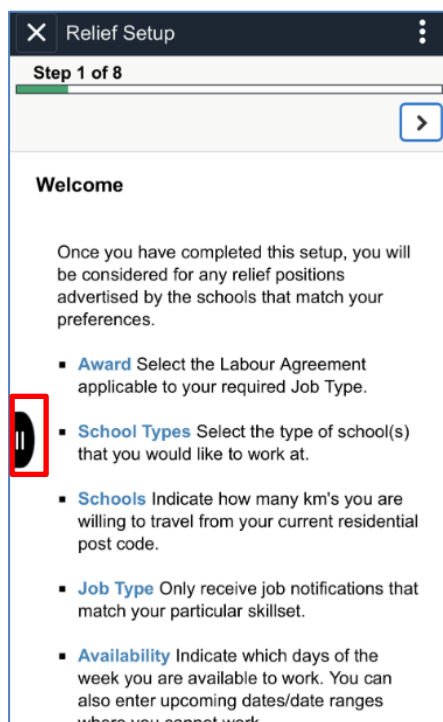
Select the **Actions** menu (blue arrow), next to the **Request #** and then **Job Details** to see more information about the booking. Including if the school has added any notes or attachments to the booking request.

Casual Staff Seeker **Bookings**
Job Opportunities
E0104303
BRETT BARRY BEVANS
Show History
School Request # From To
Swan River College 122 21/06/2021 21/06/2021

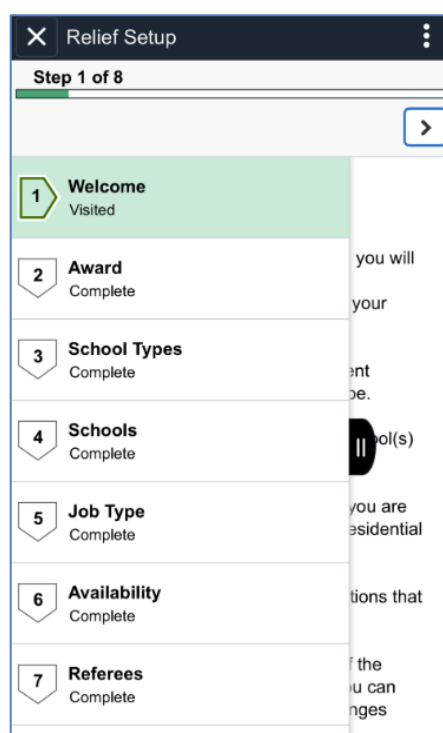
Close **Job Details**
REG04 North Metropolitan Region
4012 Swan River College
Job Number 125
Attachments
You have not added any Attachments.
Specific Hours / Days
Monday 21/06/2021 Full Day Hours 1.00
Notes
Arrive by 8am

Using Casual Staff Seeker on a mobile device

If you are accessing the Casual Staff Seeker tool on a mobile device, select the sliding menu button on the left which will expand the menu.



You can select the menu button again to minimise it.



Please direct any queries to the Casual Workforce Team at workforce.casual@education.wa.edu.au or on 9264 5083.