



Casual Staff Seeker

User guide



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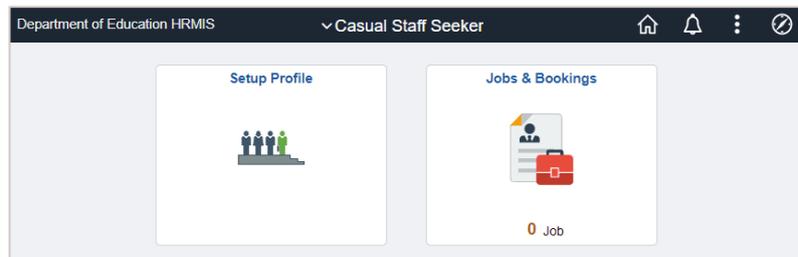
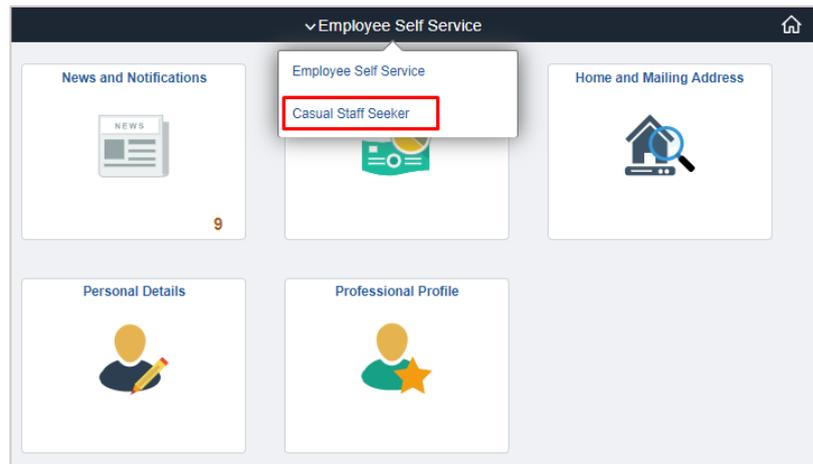
Welcome to the Casual Staff Seeker

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 **job** 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

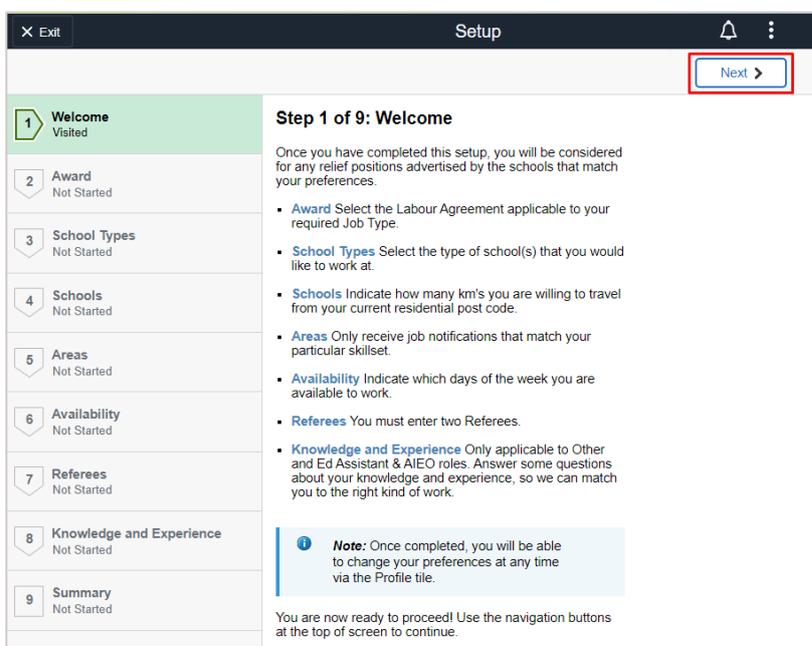
Before you are visible to schools, you must go to the **Setup Profile** tile to complete your profile setup. These details can be updated at any time, and we encourage you to regularly review your location and teaching preferences, to maximise your availability and increase your opportunities for work.

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

Step 1 of 9: 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.



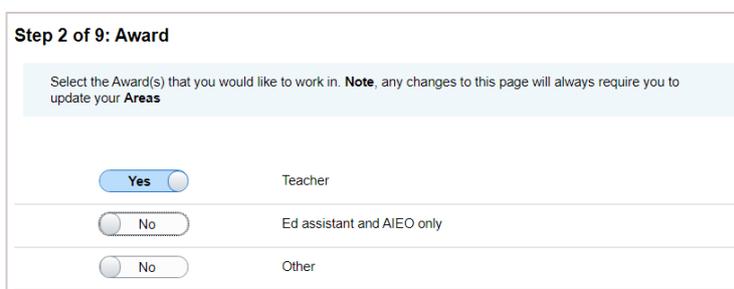
Step 2 of 9: Award

Select which job category you would like to register your availability for by changing the slider to **Yes**.

The selections you made on your job application will already be filled out here.

Teachers who have been assessed by the Casual Workforce Team will automatically show **Yes** for the **Teacher** slider button.

You can change the job roles you're interested in by selecting the slider button to **Yes** for the jobs you would like to register your availability for.



If you're interested in Education assistant and Aboriginal and Islander education officer positions, select the **Ed Assistant and AIEO only** slider button so it appears as **Yes**.

Other includes all other school positions e.g., Cleaners, Gardeners, IT support and more. If you're interested in these roles, ensure the slider is **Yes**.

You will be able to select specific jobs in **Areas**.

Once you have made your selections, click on **Confirm** at the bottom of the screen, before proceeding.

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

Step 2 of 9: Award

Select the Award(s) that you would like to work in. **Note**, any changes to this page will always require you to update your **Areas**

<input type="radio"/> No	Teacher
<input checked="" type="radio"/> Yes	Ed assistant and AIEO only
<input checked="" type="radio"/> Yes	Other

[Confirm](#)

Step 3 of 9: 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).

Click on **Confirm** at the bottom of the screen, before proceeding.

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

Exit Setup

[Previous](#) [Next](#)

1 Welcome Visited

2 **Award** In Progress

3 School Types Not Started

4 Schools Not Started

5 Areas Not Started

6 Availability Not Started

7 Referees Not Started

8 Knowledge and Experience Not Started

9 Summary Not Started

Step 3 of 9: School Types

Select the School Type(s) that you would like to work at. **Note**, any changes to this page will always require you to refresh your schools via **Preferred Schools - Get Schools**

- Primary Schools
- Secondary Schools
- District High Schools & K-12
- Remote Schools
- Education Support
- Specialist Worksites

[Confirm](#)

Step 4 of 9: Schools

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

- Distance from home
OR
- Individual schools

Distance from home

The address you entered on your application will appear here. You can select **Edit** to change this.

The distance from your address will default to **20 kilometres**. You can change how far you are willing to travel by changing this number.

Then select **Get Schools**.

All schools within your chosen km radius you set will appear and automatically be selected as **Yes**.

Yes means you are willing to work at this school.

To change your answer to **No**, simply slide the **Yes** button and it will change to No.

You can update your address or change the distance you are willing to travel at any time.

If you are travelling, you can also update your address as you move around.

Each time you change your address or distance; your list will reset.

The screenshot shows the 'Step 4 of 9: Schools' setup screen. On the left, a progress bar shows steps 1-9, with 'School Types' (Step 3) highlighted in green. The main content area is titled 'Step 4 of 9: Schools' and includes an 'Info' section with a 'Refresh Schools' button. Below this, a text prompt reads 'I would like to be considered for all relief work that is within'. A 'Kilometres' field is set to '20'. The 'of address:' field contains '151 Royal Street, EAST PERTH WA 6004'. A 'Get Schools' button is visible. Below, a section titled 'Schools (Yes to include)' lists two schools: 'Swan River College' (1.43 km) and 'Sunshine Primary School' (2.82 km), each with a 'Yes' button. A 'Confirm' button is at the bottom.

The screenshot shows the 'Step 4 of 9: Schools' setup screen. The 'Schools (Yes to include)' section is expanded, showing a list of schools with their distances and selection buttons. The 'Sunshine Primary School' (1.43 km) has a 'Yes' button, 'Swan View College' (2.82 km) has a 'No' button, 'Paradise Senior High School' (2.90 km) has a 'No' button, 'Green Valley Education Support Centre' (3.02 km) has a 'Yes' button, 'Brookville District High School' (3.30 km) has a 'No' button, and 'Sommerville Primary School' (3.39 km) has a 'Yes' button. A 'Confirm' button is at the bottom.

Add 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.

Enter the first part of the school name only. Do not enter the school type (eg Primary School).

Example: to search for Albany Primary School, you can search by entering Albany.

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

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.

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

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

Setup

Step 4 of 9: Schools

Info

Refresh Schools

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

Kilometres 20

of address: 151 Royal Street EAST PERTH WA 6004

Get Schools

Schools (Yes to include)

Add Additional Schools

Confirm

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

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 Albany Primary School

Add

Setup

Step 4 of 9: Schools

Info

Refresh Schools

Schools (Yes to include)

Add Additional Schools

Albany Primary School

Manual Add

Yes

Confirm

Step 5 of 9: Areas

Teachers

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 Science, you can indicate your interest in teaching Biology. To do this, select the check box.

The options that are on this page, depend on the Awards and School Types you selected on previous steps.

Select **Confirm** at the bottom of the screen.

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

School Support

Use the **Yes/No** sliders to select job categories that you would be willing to work casual relief in. For example, if you are interested in education assistant relief, select the slider button for **Education Assistant**, and it will update to **Yes**. Then you can select more specific options. If you are interested in Education Assistant – Mainstream work, select the **Mainstream** check box.

You can select as many options as you like. Some jobs may need a qualification, but this is not usually required for relief.

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

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

Setup

Next >

1 Welcome Visited

2 Award Complete

3 School Types Complete

4 Schools Complete

5 Areas Complete

6 Availability Not Started

7 Referees Not Started

8 Knowledge and Experience Not Started

9 Summary Not Started

No Humanities and Social Sciences (HASS)

No Languages

No Library

No Mathematics

Yes Primary

No Primary - Specialist

Yes Science

Animal Production Systems

Aviation

Biology

Chemistry

Earth and Environmental Science

Human Biology

Confirm

Yes Science

Animal Production Systems

Aviation

Biology

Chemistry

Earth and Environmental Science

Confirm

Setup

< Previous

Next >

1 Welcome Visited

2 Award Complete

3 School Types Complete

4 Schools Complete

5 Areas Complete

6 Availability Not Started

7 Referees Not Started

8 Knowledge and Experience Not Started

9 Summary Not Started

Award: 2. Ed assistant and AIEO only

Yes Aboriginal & Islander education officer

No Education assistant

Award: 3. Other

No Agriculture

Yes Cleaner

Assistant cleaner in charge

Cleaner in charge

Cleaner working alone

No Gardener

No Home economic assistant

No ICT support

No Kitchen, laundry, domestic

No Laboratory technician

Confirm

Step 6 of 9: Availability

Your contact details will be displayed here. You can update your mobile or email if they are incorrect.

You will receive notifications by SMS and email, it's very important to keep this information up to date.

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

If you have specific dates where you are unavailable, you can enter these dates in your profile once you have finished this set up.

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

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

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

The screenshot shows a web interface for 'Step 6 of 9: Availability'. On the left is a progress sidebar with steps 1-9. Step 6 is highlighted. The main content area has a heading 'Step 6 of 9: Availability' and a sub-heading 'Indicate which day(s) of the week you are available to work:'. Below this is a note: 'Once your profile has been created, you can also set upcoming days/weeks as unavailable via your availability calendar.' There are two input fields: 'Preferred Mobile Phone' with the value '(0)444444444' and a note '(10 digits, no area code, no spaces, numbers only)'; and 'Preferred Email Address' with the value '-email@email.wa.edu.au'. Below these are seven toggle switches for 'Days of Week Available To Work', all set to 'Yes': Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A blue 'Confirm' button is at the bottom right.

Step 7 of 9: 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.

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

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

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

The screenshot shows a web interface for 'Step 7 of 9: Referees'. On the left is a progress sidebar with steps 1-9. Step 7 is highlighted. The main content area has a heading 'Step 7 of 9: Referees' and a sub-heading 'You are required to enter two referees'. There are two sections for referees. 'Referee 1' has a dropdown menu, and 'Referee 2' has a dropdown menu. Below each dropdown are input fields for: Organisation (Optional), Name (Joe Bloggs for Referee 1, Jane Doe for Referee 2), Position Title (Cleaner in Charge, Sunshine PS for Referee 1, Principal, Sunshine PS for Referee 2), Relationship To You (Line Manager for Referee 1, Principal for Referee 2), Phone Number (0412345678 for both), and Email Address (joe.bloggs@education.wa.edu.au for Referee 1, jane.doe@education.wa.edu.au for Referee 2). A blue 'Confirm' button is at the bottom right.

Step 8 of 9: Knowledge and Experience

For some job categories, we may ask you to provide some information to help schools find out more about you. Some categories include cleaners, school and office support staff and gardeners.

Note, if you are only interested in teacher relief, you do not need to fill out this section

In this step you can tell us more about yourself and the experience you have for the jobs you have selected for casual relief.

Use the **Yes/No** sliders to answer the questions.

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

Select **Next** for **Step 9**

Step 9 of 9: Summary

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

If you want to go back and make any changes, select **Previous** and update your responses.

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

Your setup is now complete.

Your profile will now be active for schools to view. You can update your profile at any time in the **Profile** tile.

Remember

You can update your location, preferences, and availability, at any time, in the **Profile** tile.

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.

Setup

Step 8 of 9: Knowledge and Experience

Please answer these questions, that relate to your award / area / context preferences
Attach any licences and certificates via your Settings page
Qualifications are not a requirement for most school support relief

Area: Cleaner

Have you been a cleaner in a school before?
 Yes

Where else have you been a cleaner?

Commercial (in a business)
 Yes

Domestic (house cleaning)
 No

Daycare or similar
 No

Other
 No

Tell us about your two most recent cleaning or similar jobs (if relevant):

Job 1
School/worksite:

Save

Setup

Step 9 of 9: 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 1
- Job Types 4
- Availability MT TF
- Referees 2

Confirm

Refining your profile

You can update your contact details, location and teaching preferences, and availability in the **Profile** tile. You can do this at any time HRMIS is available.

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

Please make sure you have completed the **Setup Profile** tile before continuing.



On the **Settings** menu tab, you can check or update your contact information.

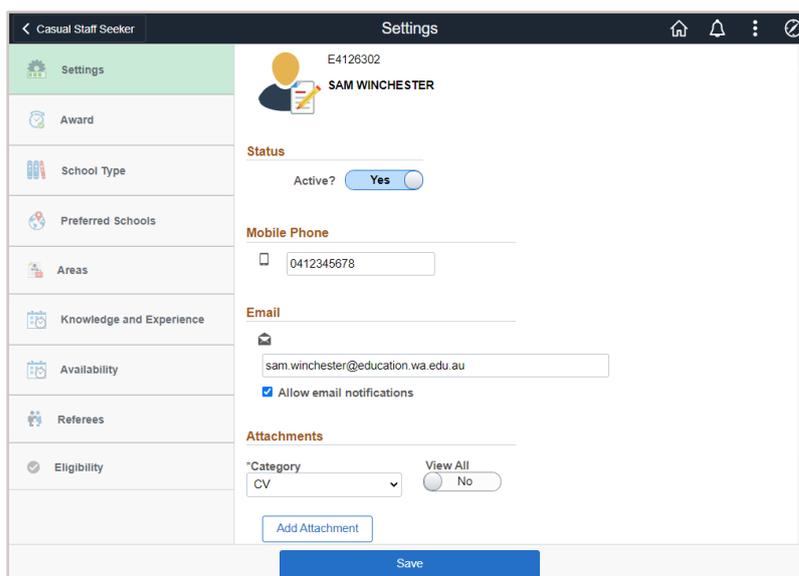
You can update your **Mobile Phone** number or **email** and then select **Save**.

Note: These details will be used to send you booking requests. Remember to ensure these details are up to date.

If you no longer want to receive any further requests for casual work, you can deactivate your profile.

To deactivate your casual profile, click on the **Status – Active?** button to update the value to **No** and click **Save**.

To re-activate your casual profile, select the **Status** slider button to update the value back to **Yes** and select **Save**. If the slider **button is Yes**, this means your profile is active.



Upload attachments

Under the **Attachments** heading, you can upload documents to your profile. This may be an updated CV or qualification.

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**.

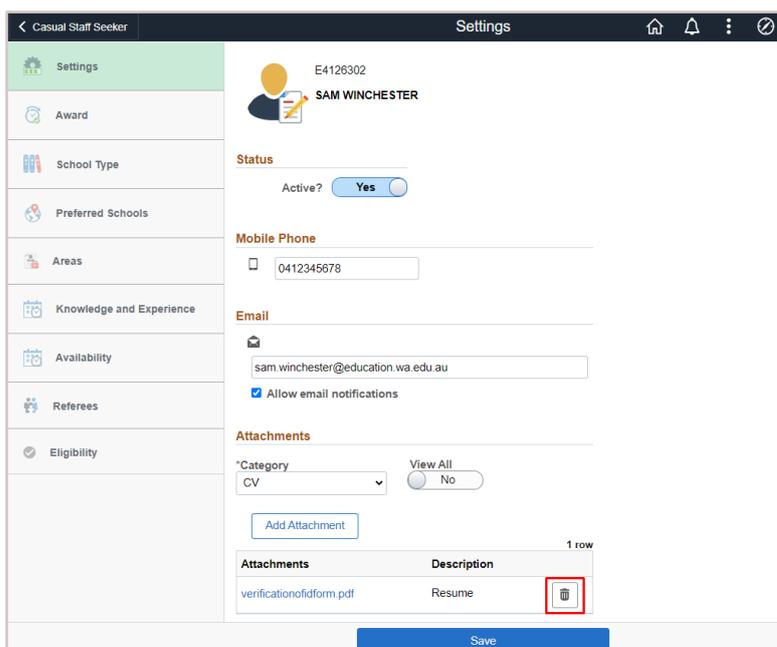
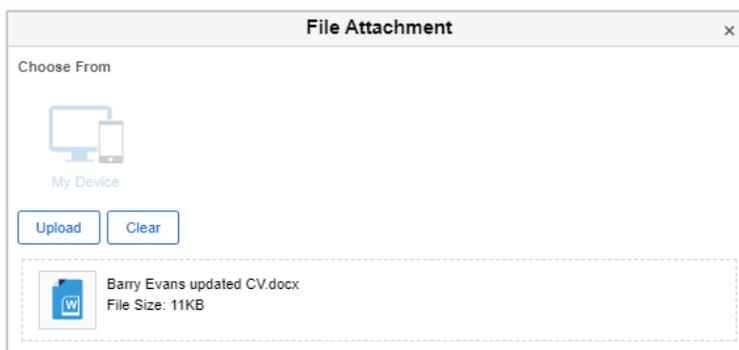
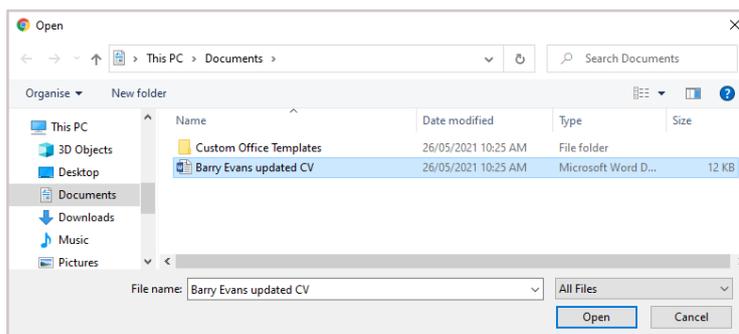
Your attachment will now appear in your profile and can be viewed and downloaded by schools.

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

You can remove old attachments by selecting the **trashcan** of the document you want to delete.

Teachers only

If you have completed a new teaching qualification and would like to be recognised as qualified in your profile, please send an email with your qualification to workforce.casual@education.wa.edu.au

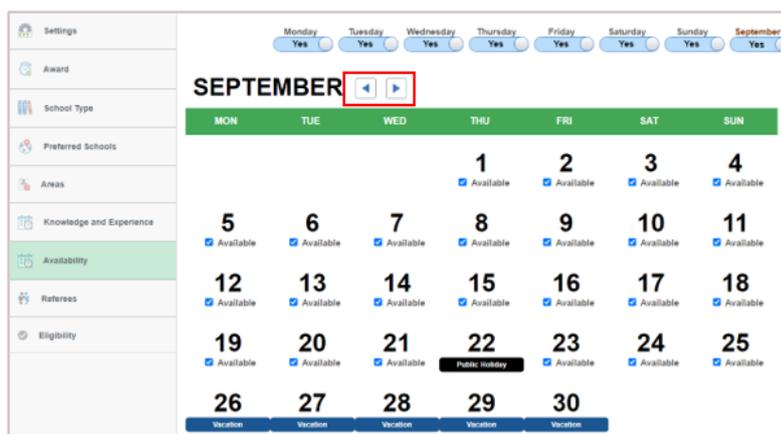


Updating your availability

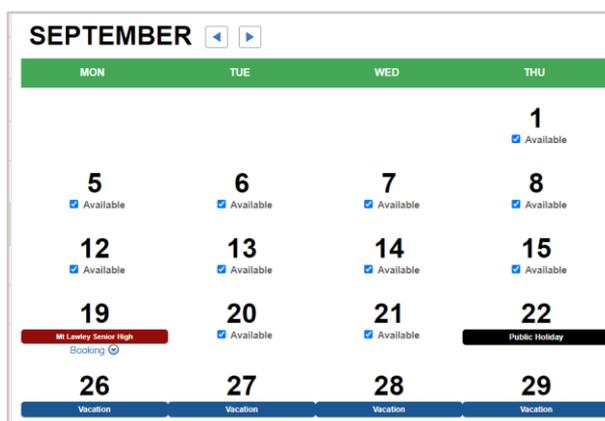
Keeping your availability current ensures schools will send you booking requests only when you are available for work.

Go to the availability section of your **profile** and update as needed.

- You can update your availability a month at a time.
- Use the arrows next to the month heading to go to the next month.



- Any confirmed bookings you have through Casual Staff Seeker will appear on the calendar. You will appear unavailable to other schools on those days. Click the blue arrow to see more information about the booking.
- If you are not on any other days, you can untick them individually. If the box is ticked, it means you are available.



- If you are not available on a particular day e.g. every Monday you can use the slider buttons at the top right of the page to update the value to **No**.
- You can also update the entire month to **No** if you are not available all of February



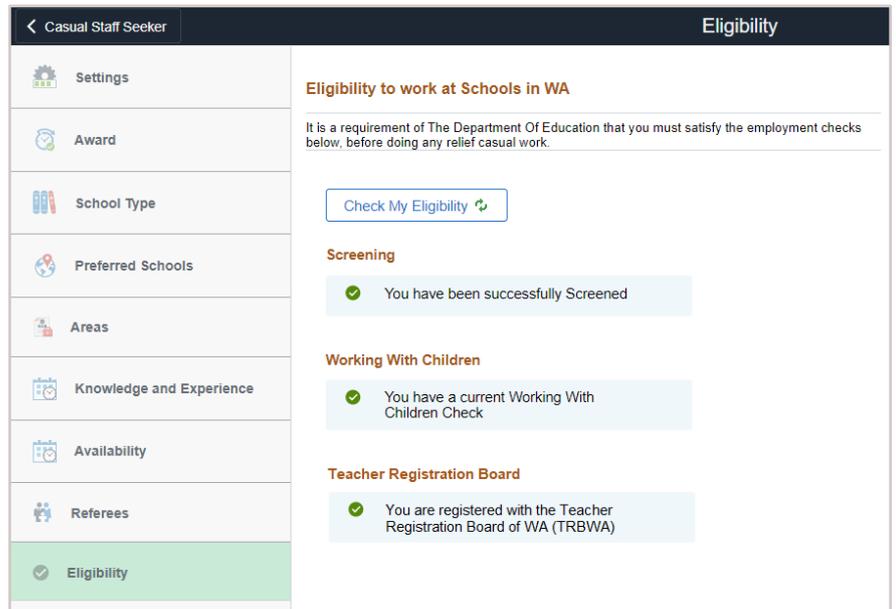
It's important to keep your availability up to date.

Eligibility check

Confirm your eligibility for employment by selecting **Eligibility** in your **Profile** and then select **Check My Eligibility**

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

If your Working With Children Check (WWCC) is red and you have a current and valid WWCC card, please send a copy to workforce.casual@education.wa.edu.au and the Casual Workforce Team will update your WWCC information.



Jobs and bookings

You will receive an SMS and email; 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 do apply for a booking, and you are accepted by the school, you will receive a further SMS to confirm the booking.

When you have been booked by a school the status of the booking will appear as **Confirmed** and you receive a confirmation text message.

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

- Job opportunities
- Current bookings

It is a good idea to check in here regularly.

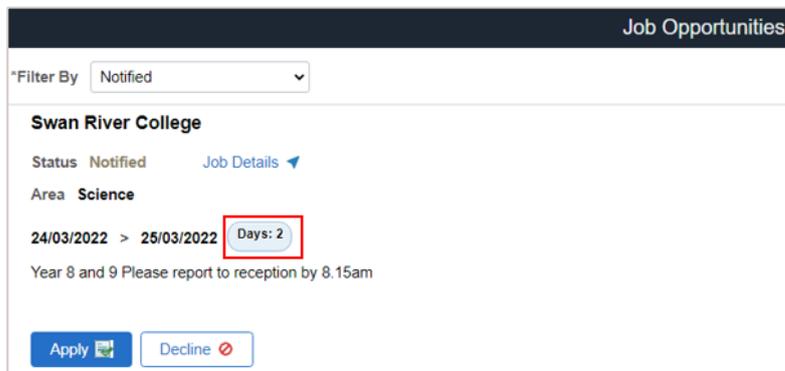
The number of jobs on the tile is how many jobs you have been sent and not responded to.



Job Opportunities will show you all requests which you haven't responded to yet. These requests are at the status of **notified**.

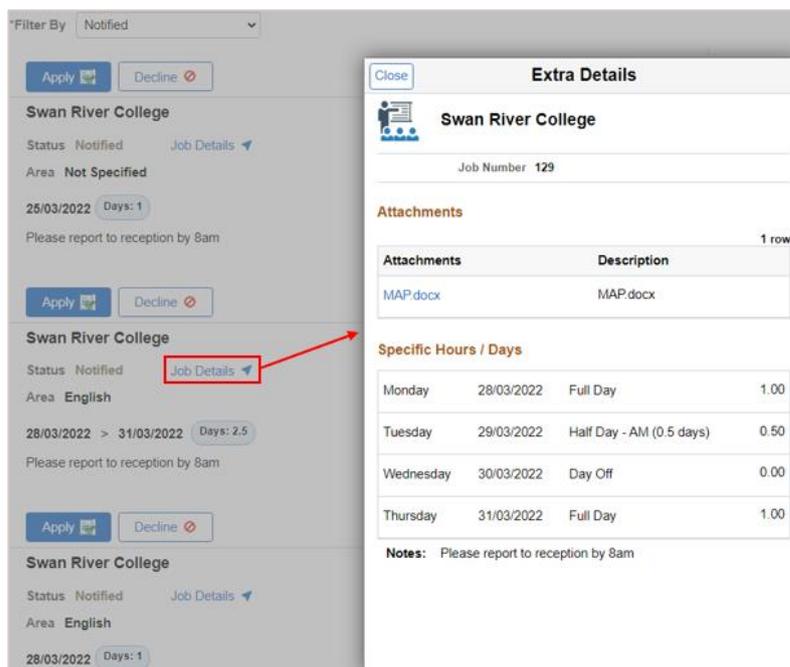
Here, you can apply or decline bookings.

The blue bubble will indicate the length of the booking e.g. half a day or two days.



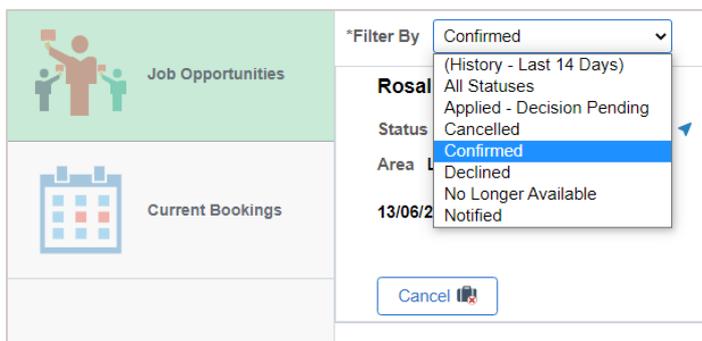
Select **Job Details** to see more about the booking. Including:

- Attachments (if there are any)
- What days the booking is for



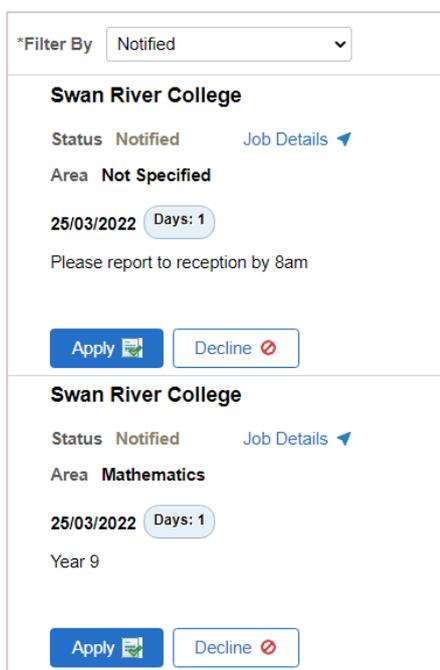
You can view other requests by using the drop-down list and choosing a status.

- **(History – Last 14 Days):** past bookings from the previous 14 days
- **All Statuses:** all bookings you have received
- **Applied – Decision Pending:** requests you have expressed interest for, and the school has not yet finalised
- **Cancelled:** bookings you have cancelled
- **Confirmed:** your confirmed bookings. These will also be listed in the **Current Bookings** calendar
- **Declined**
- **No Longer Available:** the school has confirmed another person in the booking or withdrawn the request
- **Notified:** requests which you haven't responded to yet.



Apply for a job opportunity

- Select **Job Details** to see more about the request including any attachments (if there are any).
- Select the **Apply** button.
- If you are not interested in the booking or your circumstances have changed, please **Decline** the request. This helps schools book available relief staff.



Confirm a booking

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

Note: the school may send a request to multiple relief staff.

If you are confirmed for the booking request, you will receive an SMS and email confirmation. The status of the booking request will then be **Confirmed**. These will also be listed your **Current Bookings** calendar.

If you do not receive a confirmation message, the school has confirmed another someone else in the booking or withdrawn the request. It will appear with the status of **No Longer Available**. You can select this option in the drop-down list to view it.

Cancel a booking

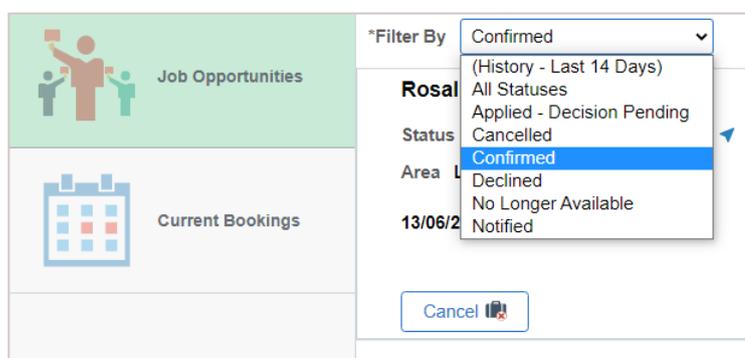
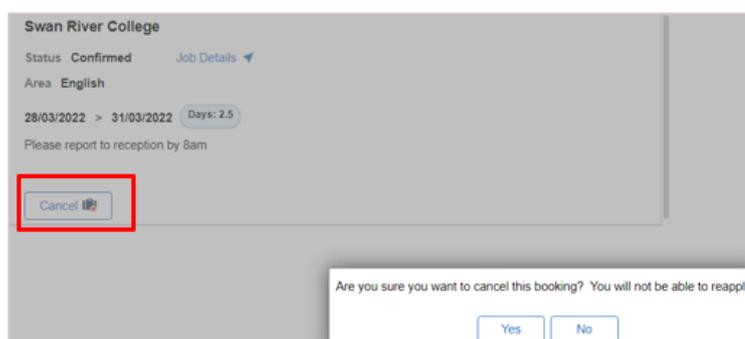
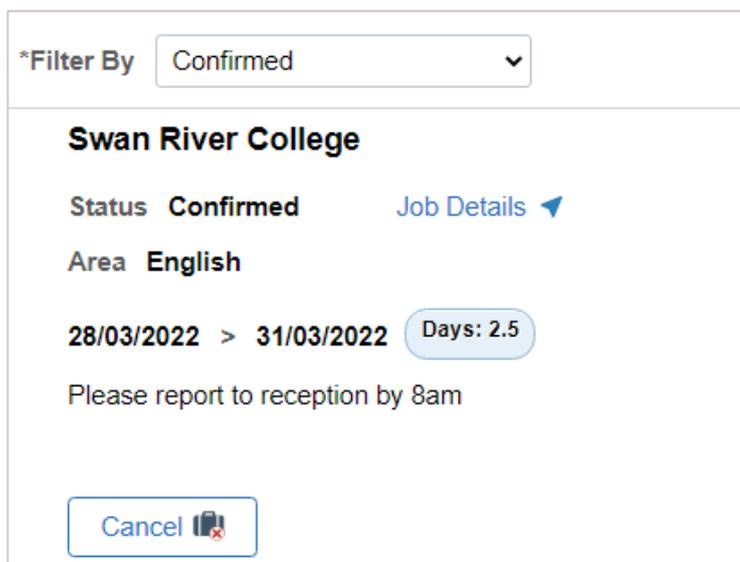
You can also cancel your interest, or a confirmed booking.

Go to **Jobs & Bookings**. Select the drop-down list and select using the **Cancel** button.

If you are confirmed in the booking and it is 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 relief staff member.

View your current bookings

You can view your upcoming confirmed bookings by selecting the drop-down list and then selecting **Confirmed**.



You can also go to **Current Bookings**. This page will show the details of any current and upcoming bookings that both you and the school have confirmed.

SEPTEMBER						
MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Select the **Actions** menu (blue arrow), to see more information about the booking. This includes if the school has added any notes or attachments to the booking request.

Bookings

 **Swan River College**

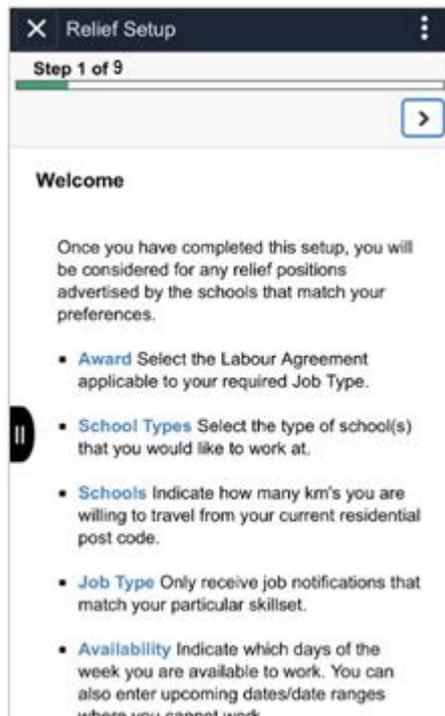
Date: 01/02/2022
Job Number: 102
Full Day

Notes: Year 6

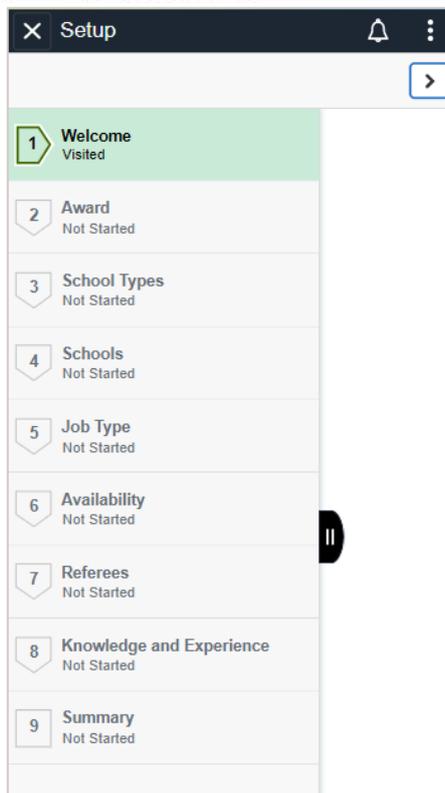
[View Attachments](#)

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.