# ACCESS TO PRE-PUBLICATION OF VACANCIES ON I WORK FOR SA USER ID AND CODE

*The purpose of this form is for the case manager to provide the employee with information on the pre-publication vacancies that are available on the I WORK FOR SA website.*

*The request from the case manager is to be emailed to* [*ocpseiworkforsa@sa.gov.au*](mailto:ocpseiworkforsa@sa.gov.au) *to be actioned.*

*This form is mandatory and must be provided to the employee.*

*A copy of this form should be kept on the employee’s case file for future reference.*

*An employee may choose to access the pre-publication information but has no authority to place a vacancy on hold.*

## SECTION 1 – GENERAL INFORMATION

|  |  |
| --- | --- |
| **Agency:** | [Insert Agency Name] |
| **Date (DD/MM/YYYY):** | Click here to enter a date. |
| **Employee name:** | [Insert Excess Employee Name] |
| **Classification:** | [Classification] |
| **Employee’s email address:** | [Insert Email Address] |
| **Case manager** |  |
| **name:** | [Insert Name] |
| **Phone number:** | [Insert Phone Number] |
| **Email address:** | [Insert Email Address] |
|  |  |
| **Signature of**  **case manager:** |  |
| **Date (DD/MM/YYYY):** |  |

## SECTION 2 – ACCESS TO COMPUTER AND INTERNET

|  |  |
| --- | --- |
| **2.1** Access to a computer and internet confirmed? | Yes |
| **2.2** All statements of duties are up to date and approved (refer to clause 14.3) | Yes |
| **2.3** Date demonstrated | Click here to enter a date. |
| **iworkforsa-redeployment.bigredsky.com** |  |
| **User ID:** [Insert User ID] |  |
| **Password:** [Insert Password] |  |

**NOTES FOR EMPLOYEE**

The I WORK FOR SA page you will access is a dynamic (live) page updated regularly throughout the day.

Roles that are being held for consideration may appear for longer.

Priority consideration by your case manager can be requested for roles at your classification level or equivalent or at a lower level (with income maintenance considerations).

If there is no role description attached or available, contact your case manager who can request a copy from the advertising agency

If there is no timeframe for the role advertised, contact your case manager who can confirm with the hiring agency.