

Finding Available Jobs

absence-help.frontlineeducation.com/hc/en-us/articles/115003266187-Finding-Available-Jobs

You can find and accept jobs in a few quick steps!

Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

The screenshot displays the Absence Management interface for Victoria County School District. The user is logged in as Melody Pond. The interface features three calendar views for November 2019, December 2019, and January 2020. A sidebar on the left contains navigation icons, with the 'Jobs' icon highlighted. Below the calendars, there are four tabs: '2 Available Jobs' (highlighted), '1 Scheduled Jobs', '2 Past Jobs', and '3 Non Work Days'. The 'Available Jobs' section shows a table of job listings for Bob Barker.

Date	Time	Duration	Location	Filter
Barker, Bob ⌵ ✖ Reject ✔ Accept				
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	📍
Barker, Bob ⌵ + ✖ Reject 📄 See Details				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	📍

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob						<input type="button" value="Reject"/> <input type="button" value="Accept"/>	
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	<input type="button" value="Phone"/> <input type="button" value="Location"/>			
Barker, Bob						<input type="button" value="Reject"/> <input type="button" value="See Details"/>	
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	<input type="button" value="Phone"/> <input type="button" value="Location"/>			

Job Notes

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob							
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	<input type="button" value="Notes"/>			
Barker, Bob							
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	<input type="button" value="Notes"/>			

Once selected, a pop-up message will appear.






Barker, Bob							
Thu, 11/21/2019			Phoenix School District Rohirrim High School	<input type="button" value="Notes"/>			
Barker, Bob							
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	<input type="button" value="Notes"/>			

Notes ✕














Please cover chapter 3. Thanks!

Multi-Day Jobs













Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 				
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School	
Barker, Bob  				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the "**See Details**" button to view all the job's details, including the option to accept the position.













2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date ▲	Time	Duration	Location	Filter			
Barker, Bob 						 	
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School	 			
Barker, Bob  						 	
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School	 			

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days				
Date ▲	Time	Duration	Location	Filter						
Barker, Bob 								<input type="button" value="Reject"/>	<input type="button" value="Accept"/>	
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School							
Barker, Bob  								<input type="button" value="Reject"/>	<input type="button" value="Accept Multi-day"/>	<input type="button" value="Hide Details"/>
Thu, 12/5/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School							
Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School							

Phone Number and Map

In each job listing, you can select a **green phone** icon to reference the school's phone number or click the **orange map** icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days				
Date ▲	Time	Duration	Location	Filter						
Barker, Bob 								<input type="button" value="Reject"/>	<input type="button" value="Accept"/>	
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School							
Barker, Bob  								<input type="button" value="Reject"/>	<input type="button" value="Accept Multi-day"/>	<input type="button" value="Hide Details"/>
Thu, 12/5/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School							
Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School							

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

Rejecting a Job

To reject a job, all you have to do is click the **Reject** button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.

Important: Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

Accepting a Job

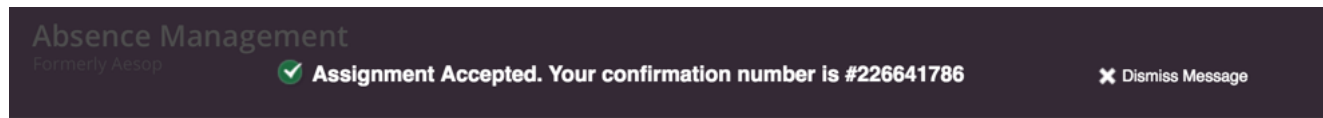
To accept a job, click the green **Accept** button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page.

(*If there is a file attached to the absence, you will also see a link to view the attached file.)

This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.



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