

# RAMS Training

## R00 RAMS Vacancies & Advertising

### Objectives

This course is designed for a Beginner User with little or no experience with the RAMS system. The objective is to demonstrate and explain the basic functionality required to navigate and create vacancies and advertisements.

### Learning Outcomes

At the end of this session participants will be able to:

- Log into RAMS
- Navigate using the main menu and second-tier menu system
- Create a new vacancy and post it for redeployment clearance
- Manage Redeployee referrals
- Advertise a vacancy
- View the advertisement on the jobs.wa.gov.au website
- Close a vacancy
- Search for current and closed vacancies

### Session Duration

Approximately 1 hour 30 minutes.

### Session Delivery Methods

Online via WebEx / Telephone

**Note:** The WebEx session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

### Learning Materials

Support materials will be emailed on completion of the course.

### Training Specialist

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