

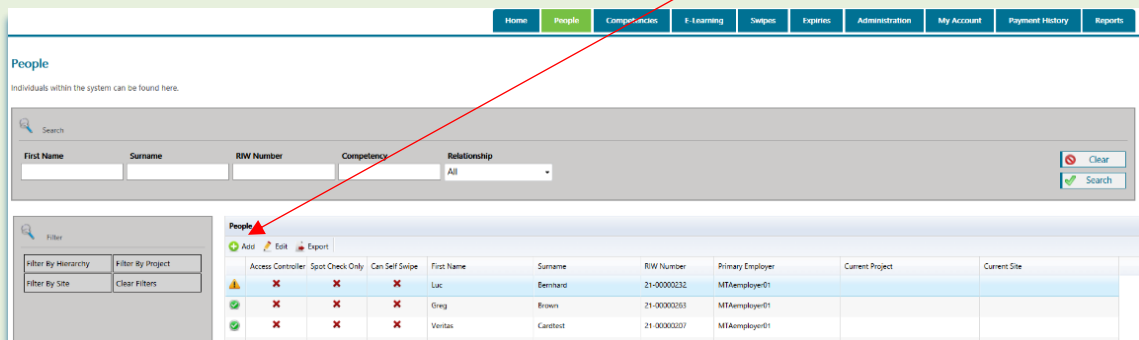
Adding a new job role to a worker's profile as an employer

QUICK GUIDE v1.0

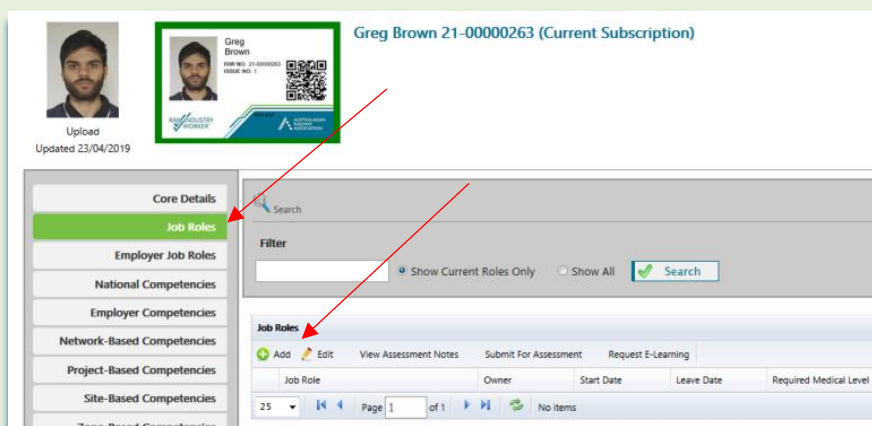
A **job role** is a particular task or set of actions that a worker has the competence and compliance to perform. If a worker does not have the required job role, they may not be permitted on site in that capacity. Job roles can be national or network based.

Note that employer-based job roles can only be created and assigned by Employers with Premium Functionality.

- Step 1** Go to <https://riw.net.au> and login using your credentials.
- Step 2** Click on the **People** tab or the **Search For My People** shortcut on the main dashboard.
- Step 3** Enter worker details into the search field or leave blank and click on **search** to bring up your entire workforce. Select the worker you wish to allocate a role to by highlighting their name and clicking on the **edit** button.



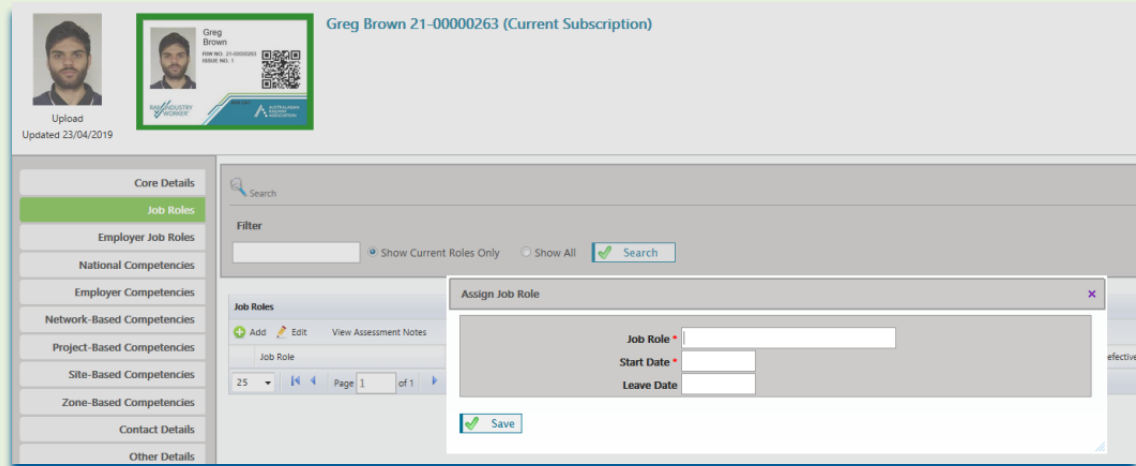
- Step 4** Once the worker profile appears, click on the **Job Roles** tab on the left hand side menu, and then click the **add** button to add a new job role.



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Step 5 Begin typing in the **Job Role**, and a drop down list of available job roles will appear. You must also enter record a start date.



Step 6 Once a job role has been selected, it will list the competencies associated with the job role. If the worker is missing any of the required competencies, a pop-up box will ask whether you wish to cancel the job role pending attainment of the required competencies. Or you may choose to allocate the job role anyway, enabling the worker to work towards fulfilling the job role.

