
Job Shopping

- Job shopping is global to all employee groups and works in conjunction with the current telephone system.
- Jobs for future dates are available to review at 5:00 pm – 11:59 pm. If the job remains unfilled for a future date it will be available to view at 5:00 pm the following day.
- Current day jobs are available to view at 12:00 am. At 6:00 am, the phone system will also callout, in conjunction with the on line viewing or 2 hours prior to the start of the job for custodial positions.
- Jobs are only available to review, if you are eligible for the phone callout, (i.e. you are available, have selected that location, are qualified for the vacancy, or you have been requested). Job shopping follows the same process as the phone callout order (i.e. if you are eligible to be called by SCARRI, you will be able to see the job on-line from 5 – 11:59 p.m..
- Using the web to view and accept jobs is voluntary and regular callout by phone remains unchanged. Job Shopping can also be done by using a mobile device such as a smart phone.
- In a callout period, when the phone system is calling on a job, the job becomes locked on the web, with a message “This job is currently being offered to a substitute. You may retry later.”
- The list of jobs able to view will change constantly, as they are accepted by phone or on line.
- The phone system does not callout on Saturdays, but any future jobs will be available to view in the future job times (5 -11:59 p.m.).
- Supplies view and accept jobs using the following steps:
 - Supplies click the available job menu (Job Shopping)
 - Click search to display all jobs or enter a date range
 - A list of jobs for that particular supply to view are preceded by a details or callout link.
 - If view details is selected – supply may then choose to accept, decline or return to job list.
 - Accepting job will display confirmation screen and a job number will be displayed.
 - ALWAYS RECORD JOB NUMBER
 - If the system determines that a supply is in the process of accepting the job, the job will not be assigned.
 - To review a job in callout – click callout link – message will appear currently being offered and to retry later.

FREQUENTLY ASKED QUESTIONS

1. What if a supply is requested for a future job?

Only the requested person would see the job until callout begins. If the requested person does not accept the job for any reason, it then moves to the next level of people to view. The same order as the phone system.

2 Can a missed call be viewed?

The job may still be available to view on line. This would include requested jobs a supply may have missed.

3 Do you have to be registered in SCARRI to view a job on line?

Yes, the same rules apply as for the phone system .You must be registered, have the location of the employee and availability in your profile.

4 Is the list of available jobs current?

Yes, the list will refresh as jobs are added and removed from the list when accepted.

5 Will I still get calls, if I choose not to view jobs on line?

Yes, phone callout remains the same

6 Can jobs be viewed by phone ?

Yes, by smart phone, laptop or computer with modern web browser.

7 Will supplies be called earlier due to Job Shopping

The phone callout may be faster, as there may be less jobs using the call out system which may mean you are receiving calls earlier. However, our call out times will remain unchanged: Current day jobs begin at 6 a.m.(except Custodial which begin 2 hours prior to the start time) and future job callouts begin at 6 p.m. and end at 10 p.m.

8 Will I be able to use “SubAssistant” to accept vacancies on line?

No. Applications that are programmed to accept positions on your behalf are not permissible and may result in discipline if you are caught using one of these applications.

