

## **JOB APPLICANT GUIDE**

### **THE SELECTION PROCESS**

The selection process involves three stages:

- a written application
- at least one interview
- referee reports

The selection process is conducted by a Selection Panel. Normally there are three people on the Selection Panel.

#### **THE APPLICATION**

Normally your application would include:

- A completed Application for Employment form.
- A covering letter that describes how you meet the competencies, defined in “Scope of Responsibility”, including details of relevant work experience and supporting evidence.
- A Resume (work summary) stating your relevant work experience, qualifications and references.
- The names and contact details of at least two people that can be contacted by the Selection Panel to act as referees.

It is important that you demonstrate convincingly how you meet each competency. If you are applying for a supervisory position you will be expected to identify how you would implement EEO and OH&S initiatives in the work group.

Your application is to be sent to the Human Resources Officer at the address shown in the advertisement.

#### **THE INTERVIEW**

The interview will normally be held within 5 to 10 days of the closing date for applications. The questions you will be asked at interview will all relate to the competencies and role of the position. You should answer the questions fully and not assume that the Panel knows about your work experience and background. You may also be asked to bring examples of your work

to the interview. You may also be asked to undertake a practical assessment, to demonstrate your competency.

At the interview you will have the opportunity to ask any questions about the position or the Company and to discuss a commencing salary and conditions.

## **AFTER INTERVIEW**

### **Successful Applicants:**

An offer of appointment will be made by telephone within two weeks of the interview. You should indicate your acceptance or rejection of the offer. If you accept the offer you will receive a formal written offer which you must respond to within 7 days.

### **Unsuccessful Applicants:**

You will be sent a letter within three weeks of the closing date of applications. Remember that being unsuccessful for the position is no reflection on you personally – it means that in the Panel's assessment you were not the best applicant for the position at that point in time.