



## APPLICANT INFORMATION PACK

Thank you for your interest in the advertised vacancy.

It is important that you read the enclosed information as well as the job advertisement carefully when preparing your application, as this will tell you what is required and guide you through the selection process. You may also like to undertake some additional research about our organisation by reviewing our website, [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

### Am I eligible to apply?

To be eligible for permanent employment in the Public Sector, applicants must be able to provide a copy of proof of residency (i.e. citizenship, permanent residence or a valid working visa). If you are on a working visa, you may be eligible for temporary appointments, before an appointment is granted you must provide your passport details so that your working rights in Australia can be verified. While these details will be sufficient in the application, the original document will need to be sighted prior to appointment.

## STEP 1 - GETTING STARTED

### Preparing your application

Different selection panels have different methods of assessing your suitability for an advertised position. The process you will need to follow will be outlined in the advertisement. For example, you may have to address the selection criteria, respond to specific questions, or submit a comprehensive resume with a covering letter. There are also other means of assessment such as participating in a psychometric test or giving a presentation. Whatever the format, you must be able to demonstrate in your application that you are competitive and stand out from other applicants.

It will be the responsibility of a selection panel to assess your application to determine whether you will be selected for the next phase of the recruitment process. The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate.

Remember to check the closing date and time for the job you are applying for, as the onus is on the applicant to ensure it is lodged correctly with all attachments and is *received on time!*

### Addressing the Selection Criteria

If the advertisement asks you to address the selection criteria, this will play an important part in the preparation and assessment of your application. To be considered for an interview, you will need to demonstrate to the panel that you meet the work related requirements for the position.

To do this, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Your application should contain examples from your previous work history that best illustrate how your skills and abilities are related to the job. You may wish to use a formula such as the SAO approach (**S**ituation, **A**ction, and **O**utcome) when addressing the job related requirements. Be clear and concise in your statements and provide evidence to support your claims.

### Your resume and referees

Your resume will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). Please include a brief description of your duties and responsibilities for each job and if possible, outline your key achievements for each role. In addition, your resume should include your education, training and other achievements. You may also like to outline any activities that you have undertaken outside of work which you feel are relevant to the job.

Depending on the vacancy you are applying for, you may be asked to provide the selection panel with referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide the selection panel with your referee's work address, e-mail and contact telephone number for this purpose.

A referee reporting guide may be forwarded to your nominated referee(s) and will be used in combination with other selection tools. The referee reporting guide enables the referee to provide information about your previous work experience in relation to the job related requirements.

It is good practice to contact your referees before you list them in your application so that you can confirm that they are available and willing to provide comments if required. It may assist your referee to know what job you are applying for, so consider giving them a copy of the Position Description and your written application so they can frame their comments in the context of the role.

As a general rule, selection panels prefer to contact your current or most recent supervisor. However, this is not essential if you feel that such contact would jeopardise or be detrimental to your current employment. Should this be the case, please feel free to discuss your concerns with the panel and an alternative referee can be used. If you are particularly concerned, note on your application, "Referees Available on Request" so you can be sure it will be discussed with you prior to any contact.

### Lodging your application

To apply for this vacancy please apply online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

When you are ready to lodge your application, please check to ensure that you have actioned the following items before emailing.

- Addressed the 'selection criteria', or prepared the relevant information requested in the job advertisement. If you are unclear about what is required, contact the person nominated in the advertisement;

- Completed any form/s attached to the advertisement;

- Saved the form/s, along with a copy of your resume, covering letter and/or statement addressing the selection criteria ready for uploading in MS Word (.doc) or PDF file formats only. We also accept common picture file formats such as JPEG and TIF/F; and

- Ensured you have *plenty of time* to submit your application and allow for system outages. **Applications close at 5pm** and **late applications** may not be accepted.

Alternatively, if you do not have access to a personal computer, you can submit your application via mail marked: Confidential Advertised Vacancy, Department of Planning, Strategic Workforce Services, Locked Bag 2506, Perth WA 6001.

Mailed applications must be received by 5pm on the day/date specified in the advertisement. It is recommended that mailed applications are sent via registered post as no responsibility is taken for unregistered mail.

## STEP 2 - THE INTERVIEW

After assessing your application, the selection panel may invite you to attend an interview. At the interview, the panel may ask you a number of questions, respond to a case study, role play or give a presentation. Whatever process the panel adopts, they will ensure it relates to the position requirements.

### Preparing for the interview

So that you are prepared, you are encouraged to:

- Re-read the Position Description and the selection criteria;
- Consider how you would undertake the duties of the position and how you might resolve any problems. Also, think of examples where you have applied relevant skills and abilities in a similar role or situation; and
- If appropriate, prepare a portfolio of your work that demonstrates your skills and abilities. For example, copies of reports or spreadsheets. Please note that copies your work will be viewed by the panel at the interview and may not be retained by the panel.

### At the interview

You may find the following points useful to keep in mind when preparing for the interview:

- Be on time for the interview;
- Dress appropriately for the position for which you have applied;
- Do not assume that the panel members know about your suitability for the position, even though you may have worked with them previously;
- Take time to answer each question. Present answers clearly and concisely and where possible, relate your answer to relevant past experiences;
- Remember, an interview is an exchange of information, therefore you are welcome to ask questions, or clarify information; and
- Take a copy of your application to the interview.

## STEP 3 - WHAT HAPPENS NEXT?

Following the interview process, the panel will consider all the information gathered to determine which applicant(s), best meet the selection criteria and the business and diversity needs of the agency. All applicants will be notified of the outcome either electronically or in hard copy.

### Feedback

When applicants are notified of the outcome of the selection process, you are encouraged to telephone the contact person for feedback. This information may be valuable to you when you are looking for future job opportunities.

The recruitment process should comply with the Employment Standard as outlined in the Commissioner's Instruction. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed and the Employment Standard contains four principles, which must be complied with when filling a vacancy in the WA Public Sector.

- Merit Principle
  - o Agencies assessment processes must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes; and
  - o If relevant the way in which the person carried out any previous employment or occupational duties.
- Equity Principle
  - o Employment decisions are impartial and free from bias, nepotism and patronage.
  - o For transfers, the employment conditions are comparable.
  - o For secondment, the employee consents.
- Interest Principle (Applies to acting, secondments and transfers)
  - o Decisions about an employee's acting, secondment or transfer take into account the interests and work related requirements of the relevant public sector body and the employee.
- Transparency Principle
  - o Decisions and outcomes and transparent and capable of review.

### Breach process

At the conclusion of the selection process you will be notified of the outcome and are encouraged to seek feedback. If you are unsuccessful and are of the opinion that any of the above compliance requirements have not been met, you may lodge a formal application for a review of the process.

Information about this process will be sent to you when you are notified of the outcome of the selection and should you wish to proceed with a claim, this must be sent to the Director, Strategic Workforce Services.

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

The Employment Standard covers every type of recruitment process whether it is fixed term, casual or permanent. However, if the advertised position was for less than six months, a person cannot claim unless the position was advertised with a possibility of extension beyond six months.

### Additional information

For specific information about the position please contact *the person nominated in the advertisement* in the first instance.

Applicants are strongly encouraged to lodge their applications as early as possible.

**Good luck with your application!**