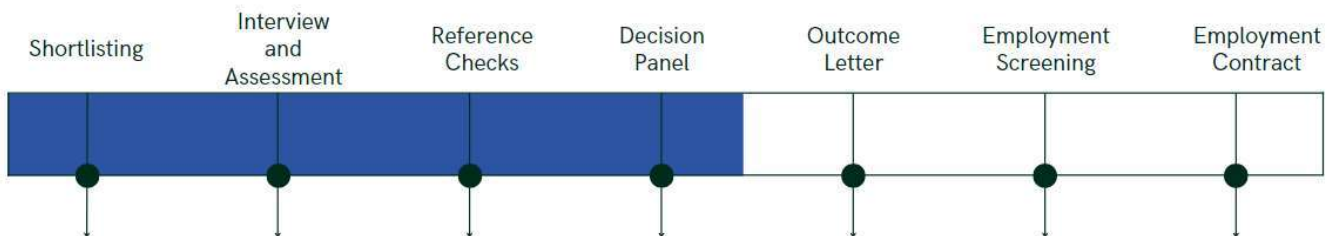


Applicant Information Pack

The Recruitment and Selection Process

This pool will be open for a period of 12 (twelve) months from the day after the breach of standard claim period closes. We use our recruitment pools to build a bank of talent for current and future opportunities. Applicants found suitable in this pool, may be considered for subsequent, similar vacancies with the State Solicitor's Office for the duration of the pool; however, an appointment is not guaranteed.

Currently, we have various permanent and fixed term appointments available for immediate filling. As such, this recruitment process will be structured as per below:



Step 1 – Read the job advertisement

It is strongly recommended that you read the job advertisement, and any other information provided carefully. This will give you a sense of the role and responsibilities of the position and whether it is right for you.

Step 2 – Consider contacting the hiring manager

The hiring manager's contact details are in the job advertisement. You may contact them to introduce yourself and ask any questions about the role, which may help you clarify what to address in your application.

Ask any questions to help you prepare your application, or other conditions of employment, for example:

- What are your short and long term goals for the position?
- Are there any specific skills or experience you require in the role?
- What is the culture like in the organisation/work area?
- Do you offer any workplace flexibilities (i.e. working hours, working at home)?
- Is it a collaborative environment or more independent?
- Is there scope for professional development?
- Would there be shadowing opportunities?
- Does the role support working parents to balance their work and home life?
- What are the current pressures in the area?
- Are there any areas in the team that require attention?

Step 3 – Reflect

Based on the advertisement, job description form and discussion with the hiring manager, consider

whether this is the right job for you.

- Do you have the qualifications?
- Do you have the relevant skills and experience?
- Does it support your long term goals?

If the job is right, you can start to draft your application.

Step 4 – Preparing your application

Before you apply online, you must prepare your supporting documentation. Read the advertisement to determine what is required in your job application. It may include:

- A comprehensive CV only
- A comprehensive CV and responses to specific selection criteria
- A comprehensive CV and responses to specific questions relating to the role and responsibilities

Curriculum Vitae (CV) / Resume

- Ensure your CV is up to date, including your contact information.
- Tailor your CV for the role, ensuring it reflects the requirements of the role you are applying for and highlights your relevant experience, skills and qualifications.
- Keep it clear and concise, including information about your employment history, dates of employment, education and any relevant certifications.
- Showcase your achievements by providing examples of accomplishments in previous roles, including successful projects, completed training or awards or accolades.
- Make sure it is easy to read, with a clear layout, heading and bullet points and an easy to read font.
- Proof read to correct any mistakes or typos.
- If you have breaks in employment, explain them, simply put the reason.

Responding to Role Specific Requirements

- Read the advertisement to clearly identify which requirements you need to address, as you may be required to address all or only a couple.
- Read the advertisement to clearly identify how long your written response is to be, as many have page limits applied.
- With the role requirement, it is recommended you:
 - Make notes on how you meet each one.
 - Use examples to demonstrate your experience relevant to each criteria.
 - Draw on current and past experience, focusing on results and outcomes.
 - Structure your examples using the STAR or SAO format, as it helps to provide clear and detailed responses:
 - STAR – Situation, Task, Action, Result
 - SAO – Situation, Action, Outcome

Situation 20%	Task 10%	Action 50%	Results 20%
what was the situation?	what did you need to do?	what did you do and how did you do it?	what was the result of your actions?

- Demonstrate your skills, experience and qualifications that align with the requirements of the role.

- Be concise and ensure you adhere to the page limits, avoid jargon or technical language.
- Proofread to correct any mistakes or typos.

Responding to Questions Relating to Roles and Responsibilities

- Read the advertisement to clearly identify what roles and responsibilities you need to address.
- Make notes on how you meet each one.
- Use examples to demonstrate your experience relevant to each role and responsibility.
- Draw on current and past experience, focusing on results and outcomes.
- Structure your examples using the STAR or SAO format (as outlined above).
- Demonstrate your skills, experience and qualifications that align with the requirements of the role.
- Be concise and ensure you adhere to the page limits, avoid jargon or technical language.
- Proof read to correct any mistakes or typos.

Referees

- Two referees who can support your employment history and experiences are required.
- One referee should be your current or recent manager or supervisor.
- It is recommended that you check with your referees before nominating them, to ensure they are available and will provide positive feedback on your previous work and performance.

If a panel member is your referee, they will need to complete the referee report prior to accessing applications to appropriately manage the associated conflict of interest. When this may occur, ensure the referee is aware you are applying to give them time to complete your reference. If the recruitment process has already commenced, you may be asked to nominate a different referee

Step 5 - Polish and submit

- Ensure you have proof read your CV and application.
- Ask someone else to read over your application – a second set of eyes could help pick up any errors and help you to improve your application.
- Ensure your documents are a maximum of 2MB per attachment (or 8MB in total) and are in one of the following formats.
 - Microsoft Word
 - Adobe PDF
 - JPEG
 - GIF
- Ensure you have adequate time to submit your application (approx. 30 minutes).
- Applications must be submitted and received by the closing time.
- The system will not allow late applications.

You apply through the WA Government Jobs Board by clicking on the 'Apply for Job' button at the top or bottom of the advertisement.

- There will be some online questions you will need to respond to, so ensure your personal details and contact information are up to date.
- Attach all information requested in the advertisement, including CV, responses to the role requirements, and qualifications (if applicable).

On submission, you will receive an email notification confirming we have received your application.

What comes next?

The shortlisting process

Once the job advertisement has closed, the panel will assess all applications against the requirements specified in the advertisement to determine those that are most competitive.

The most competitive applicants will be contacted and invited to the next stage of the selection process, which may involve an interview or a combination of selection activities including skills assessments, presentations and/or providing work samples. Any assessment tools used within the selection process will relate to the role and be designed to assess your ability to meet the requirements and capabilities of the role.

The interview process

Congratulations. You have made it through to the next stage of the recruitment process. The process and assessments to be undertaken during the recruitment and selection process will be provided to you in advance so you know what to expect.

In preparation for your interview, we encourage you to:

- Review the job advertisement, Applicant Pack and your application
- Think about your experience and how this will be relevant to the role.
- Brainstorm examples of your previous experiences that can demonstrate your skills and experience to meet the requirements of the role.
- Make notes. Write down some relevant examples against the job requirements and capabilities listed within the Job Description Form and bring these along to help prompt you.

We are committed to providing equal employment opportunities for people with disability. Please advise the panel if you require any assistance or reasonable adjustments to be made, to allow you to compete on an equal basis.

The day of your interview

The following points may be helpful:

- Dress appropriately for the work environment.
- Print out your interview invitation so you know where to go and who to meet.
- Aim to arrive for your interview 10 minutes early, in case you encounter any delays.
- If you do encounter any delays, please make contact so the panel are aware, or can reschedule your interview time.
- You have the option to bring along notes and a copy of your application for your reference.
- You may be allocated reading time, where you will be able to view the interview questions and make notes, which you can take with you into the interview for reference.
- You may also be asked to complete a work-related assessment as part of the process.
- The panel will usually consist of three but can include up to four members.
- An external consultant may also be present during the interview to document the process.
- Do not assume that any panel member knows you or your suitability for the role, even if you have worked with them previously.
- Plan your allocated time to answer each interview question clearly and concisely and ask for clarification if required.
- Remember that you will also have the opportunity to ask the panel any questions you may have at the end of your interview.
- Take a deep breath and try to stay relaxed and focused. Remember, the panel have all been through a similar process before, so they understand how nervous you may be.

Pre-employment conditions

All appointments require a satisfactory Nationally Coordinated Criminal History Check (NCCHC) which is organised at the cost of the department. A previous criminal conviction or pending charges will not necessarily preclude you from appointment, however the relevance and seriousness of the offence will be taken into account when assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of procedural fairness. Any action taken will be documented in a transparent manner, which is capable of review.

Dependent on the role, other pre-employment requirements can also include;

- Medical assessment which could also include a baseline hearing test,
- Conflict of Interest declaration,
- Western Australian 'C' class driver's license, or
- Psychometric assessments.

Any pre-employment requirements for the role will be listed in the advertisement and job description form. Refusal to undertake any of the pre-employment checks will result in you being withdrawn from the process.

Outcome and feedback

After the panel's final recommendation on the selection process has been made and endorsed, all applicants will be notified of the outcome by email and be provided the opportunity to seek feedback on their application.

Regardless of whether you were successful or not, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities, or provide you with some direction on other career development opportunities. We encourage you to telephone the nominated feedback person within a few days of receiving notification.

Fair and equitable recruitment

We are committed to meeting the [Commissioner's Instruction – Employment Standard](#), which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy. There is a period of four business days during which you can lodge a breach of standard claim.

If you believe there has been a breach of the Employment Standard, we recommend that you contact the department to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach of standard claim.



Further information

If you have any further questions regarding the position for which you apply, please call the contact person nominated in the job advertisement. Alternatively, you can contact the State Solicitors Office on (08) 9264 1888 or via email ssohr@sso.wa.gov.au .

Thank you for your interest in working with us, and we wish you the best of luck with your job application and future career.