



Graduate Applicant Information

Come join us at Treasury!

You will have an exciting career at the Department of Treasury (Treasury) which will allow you to perform challenging and interesting work on a range of high profile State projects whilst building professional networks and developing new skills.

As a Graduate Officer with Treasury, you will launch your career in the Western Australian public sector and be actively supported by a network of supervisors and colleagues, all whilst contributing to important work that delivers outcomes for the West Australian community.

Before applying, we strongly encourage you to read the information in the job advertisement, the Graduate Officer Role Statement and the Level 3 Capability Framework for the best chance of success with your application.

If you require more information about the position, please contact Jarrad Gardner, Manager at jarrad.gardner@treasury.wa.gov.au. For more information about the recruitment process, please email recruitment@treasury.wa.gov.au

Please note that under no circumstances late or pro forma applications will be accepted.

Application Dates and Process

Applications Open: 1 July 2019

Applications Close: 4 August 2019 (9.00pm WST)

Online Cognitive Assessment: Email invitations with a link to the assessment will be sent 7 August 2019 with responses closing on 14 August 2019 at 9.00pm (WST).

Shortlisted Applicants Notified: 23 August 2019

Online Behavioural Assessment for Shortlisted Applicants: Shortlisted applicants will be invited to attend testing sessions on the 27 and 28 August 2019 at Department of Treasury, 28 Barrack Street, Perth.

Interviews: 3-5 September 2019

First Round Offers: 20 September 2019

Graduate Program Commences: 6 January 2020

Step 1: Online Application Form

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will be asked to answer a number of questions which will determine your suitability for the role.

You will need the following documents to upload to the online application form:

- ▶ your resume (no more than 2-3 pages);
- ▶ 1 page Word or PDF document that describes a project or activity that you have contributed to (either at work or University related) where you were required to identify a problem or issue and undertake some analysis. Include what the outcome was and how you worked with others to complete the task;

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- ▶ proof of Australian permanent residency or Australian citizenship; and
 - ▶ a copy of your current or completed academic record which demonstrates an academic average of 70% and above.

If you don't provide the above required documentation with your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

Step 2: Online Cognitive Assessment

Once you have demonstrated your eligibility as an Australian permanent resident or Australian citizen with an academic average of 70% and above, you will be emailed a link to an online assessment testing your cognitive abilities. It will include a series of questions that relate to verbal, numerical and abstract reasoning to measure your critical thinking and reasoning ability.

This can be taken at home or anywhere with reliable internet access and should take approximately 20 minutes to complete the 51 questions.

Step 3: Online Behavioural Assessment, Reference Checks and Criminal Record Screening

The selection panel will shortlist applicants based on their online application, resume and online cognitive assessment results. If successful, you will be asked to attend an interview.

Prior to the interview, you will be sent a link to complete an online behavioural test. This test involves the completion of 170 multiple choice questions that will summarise your personality type.

During this time, Treasury will contact your two nominated referees who will provide referee reports to verify your capabilities and you will be emailed a link to complete a Criminal Record Screening. Treasury will conduct a criminal screening process from an online consent form that you will be sent if you are shortlisted for interview. Results from the screening may affect whether appointments are offered and will be treated with full confidentiality.

Step 4: In-Person Interview

The in-person interview will be approximately 30 minutes long and you will be asked around 5 questions in a panel style interview with ample reading time provided beforehand to prepare your answers.

Step 5: Notification to Applicants

First round offers will be made on 20 September 2019 to successful applicants pending a 4 working day breach period.

If you have been unsuccessful in the process, you will be emailed and given the opportunity to seek feedback from the panel after the conclusion of the recruitment process. You will also receive notification of the breach process and should you believe that the Public Sector Employment Standard has been breached, you have 4 working days to apply for a '[Breach of Standard](#)' claim.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury. For more information about a career with Treasury, visit www.treasury.wa.gov.au/careers.

