



Graduate Development Program 2021 Application Guide

Application guide for graduates

Thank you for your interest in our graduate development program. The application process is designed to provide the selection panel with information to assess your skills, knowledge and experience for the graduate position(s) you are interested in.

Please read this entire document carefully. If you have any questions about the application process, please contact the consultant (details at the end).

Please allow sufficient time to complete this process, including completing all questions and uploading supporting documentation, as applications cannot be accepted after the closing date and time.

The WA Public Sector recognises the value of and strongly supports the principles of equal opportunity in the workplace. If you have a disability or condition that limits your ability to complete the assessment process, please contact the consultant for a confidential discussion about making reasonable adjustments.

You will need the following equipment

- This will be undertaken online and accordingly it is important for you to please use Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests.
Please do not use your mobile phone.
- A reliable internet connection

Preparing for the assessments

- You can access some information from this link to help you prepare for the testing process. <https://www.criteriacorp.com/resources/candidates.php>. There is also plenty of generic information on the internet about how to approach pre-employment tests.
- Please appreciate that once you start the assessments you will need to complete them all, so please allow at least 35 minutes. As the first assessment is timed, we suggest that you make sure you will not be interrupted during this time so that you can give your best effort.

Completing the assessments:

To access the assessments, please go to

<https://www.ondemandassessment.com/link/index/JB-61Y3QQORN?u=134325>

When you first log in you will be asked to write down an **Event ID**. This is important, as if you experience an internet connection issue and need to restart your assessment, go to www.oda1.com and enter the Event ID. Please note your **Event ID** and write it down (or have it emailed to you when offered).

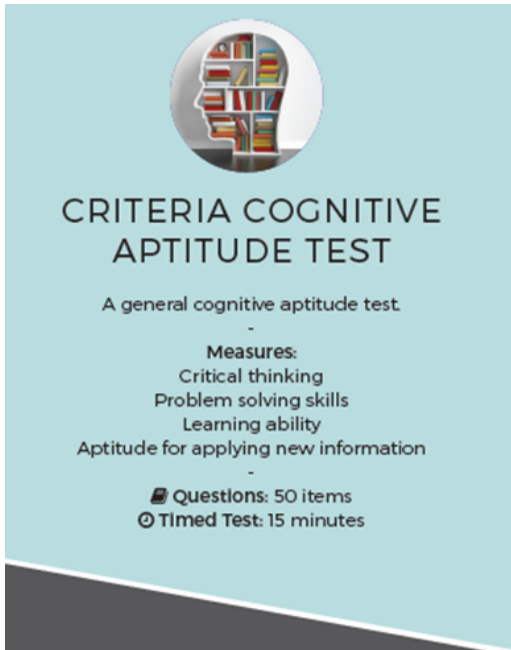
Please firstly try to resolve any issues yourself using the online support tools or by emailing help@criteriacorp.com (response time – up to 24 hours). Otherwise contact assessments@priceconsulting.com.au for local support if needed.

Further information about the online assessments:

a) Application confirmation

Initially you will be asked to confirm which of the available graduate program streams you wish to apply for in this process. Please select **ALL** streams that interest you (Finance, ICT or Commercial Services).

b) Criteria Cognitive Aptitude Test



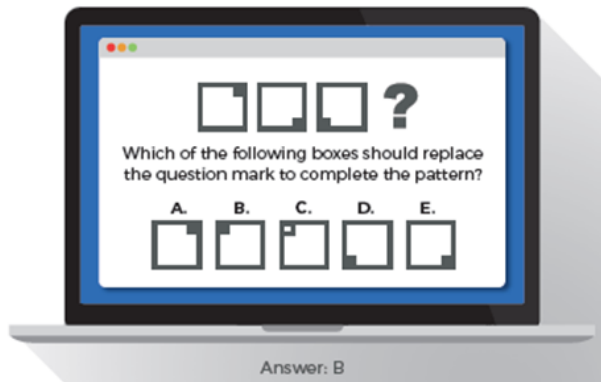
CRITERIA COGNITIVE APTITUDE TEST

A general cognitive aptitude test.

Measures:
 Critical thinking
 Problem solving skills
 Learning ability
 Aptitude for applying new information

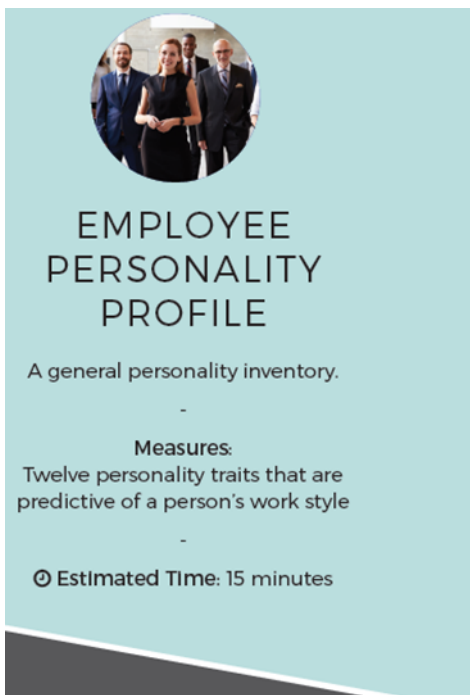
Questions: 50 items
Timed Test: 15 minutes

The CCAT measures cognitive aptitude, one of the best predictors of job success. The test evaluates many of the critical factors that contribute to on-the-job performance: critical thinking, problem solving ability, attention to detail, and the ability to learn and apply new information. The CCAT is one of our most popular aptitude tests and is commonly used to test for a broad range of mid- to high-level positions.



Please note that this is a timed test and most people do not finish all 50 items in the 15-minute time limit.

c) Employee Personality Profile



EMPLOYEE PERSONALITY PROFILE













A general personality inventory.

Measures:
 Twelve personality traits that are predictive of a person's work style

Estimated Time: 15 minutes

The Employee Personality Profile (EPP) is a general personality test that provides valuable insights into how comfortable a person will feel within a particular role, otherwise known as "job fit." The test sheds light on each candidate's work behaviors and how they interact with others. The EPP can be used for any position.

KEY TRAITS

 ACHIEVEMENT	 ASSERTIVENESS	 COMPETITIVENESS	 CONSCIENTIOUSNESS
 COOPERATIVENESS	 EXTROVERSION	 MANAGERIAL	 MOTIVATION
 OPENNESS	 PATIENCE	 SELF-CONFIDENCE	 STRESS TOLERANCE

The following actions are required to complete your application:

1. Read the attachments to the advert and prepare your documents in advance
2. Click on “Apply for job” button on the job advertisement and answer a few application questions, including referee details
3. Upload your:
 - a. Current CV including contact details for two (2) referees (one being supervisory). This needs to be in Word or PDF format. It is important to tell us about the different facets of your experiences to date, so please include your work experience, extra-curricular involvement, achievements, associations and any leadership roles.
 - b. University academic transcripts, showing your name, the university, degree title, year completed, course weighted average or equivalent, subjects and grades. Your degree transcript must show completion between July 2018 and July 2020.
 - c. Proof of eligibility to work in the WA Public Sector - either your Australian passport, Australian citizenship, permanent residency visa or temporary visa.
 - d. A two-page written submission that includes:
 - Identification of your work stream preferences in order (i.e. Finance, Commercial Services and ICT). Please note that you can apply for more than one stream.
 - An introduction of who you are, why you have chosen the work stream(s) of interest and why you would like to work for the Department of Education.
 - An outline of how your personal strengths and experience may apply to work within the Graduate Development Program.
 - A one-page summary describing a team project or assignment you have been involved in. Outline your role in that team. Tell us how you used your research and analytical skills, prioritised your time, worked through problems that arose and used your communication skills to achieve results and complete the project.
4. Complete two online assessments:
 - a. The Criteria Cognitive Ability Test
 - b. The Employee Personality Profile.

Please note that, should you be shortlisted for further assessment, you may be asked to retake an assessment to confirm the validity of your application.

Thank you for applying for this position. Your results will be available to you if you request feedback after the selection process has concluded.

We wish you every success.

More information

For more information about the Graduate Officer roles contact Julie Bassett, Manager Capability Building, on T: 9264 5107 or E: julie.bassett2@education.wa.edu.au