

APPLICATION GUIDELINES

Your application should generally consist of the following documents and information:

- A brief covering letter or email
- A resume (curriculum vitae) which outlines relevant personal information and career history (3 pages maximum)
- A statement directly addressing each of the selection criteria (1 page maximum).

The Covering Letter or Email

As a general guideline, the covering letter should: State the name of the position, where the advertisement appeared and the date it appeared, in the first paragraph.

The Resume

Your resume should be a brief summary of your personal details, education and qualifications, work experience and other relevant material. We would suggest that you should include the following information:

Personal Details: name, address, email address and contact telephone numbers.

Educational Background: list details from most recent to past – include your university, college, school and any other significant training courses and qualifications.

Work History: list your work history details starting from the most recent to past. You should outline your position and key duties involved in the job and the length of time spent in the position. You should also highlight any significant achievements.

Referees: provide the name and telephone numbers of two employment referees who can provide objective and honest feedback about your work experience and performance. The Selection Advisory Committee expects to talk to current and/or past supervisors. A friend or relative is not a suitable referee. It is preferable that your referees have seen the selection criteria and are able to comment on your work performance against those criteria.

Statement of Claims

You should prepare a statement of claims addressing each of the selection criteria separately.

SELECTION CRITERIA

The Embassy sets selection criteria for each vacant position in order to identify the key skills, abilities, experience, knowledge and qualifications which are required to

effectively and efficiently perform the functions of the position.

The competing applications we receive are considered and marked against each of the selection criteria in order to find the most suitable applicant. It is therefore essential that applicants address each of the selection criteria listed in the job vacancy, if their application is to be successful.

Please note that applications which do not address the selection criteria will not be considered.

Statement of claims against selection criteria

Your application is essentially a statement of claims against the selection criteria and should be the centre piece of your application. In addressing the selection criteria, you should use specific examples of work you have done, describing how you have contributed to a process or an outcome, and how this relates to the particular selection criteria you are addressing.

The STAR approach

The following STAR points are useful guides in outlining your competency or experience against each duty/criterion.

- **Situation** - Set the context by describing the situation in which you demonstrated the skills or qualities and gained the experience.
- **Task** – Describe the task
- **Actions** - What did you do and how did you do it?
- **Results** - What did you achieve? What was the end result and how does it relate to the job that you have applied for?

If you find it difficult to identify strong examples for each duty/criterion, you can still show you understand what's required and how it should be done.

The application is also used by the selection panel to assess an applicant's writing and organisational skills as well as their eagerness for the job. Make sure your application is succinct, focussed and well organised. Show that you are well prepared and thorough by ensuring it is sufficiently detailed and coherent as well as free of spelling or grammatical mistakes. Where possible, have someone, such as a colleague or supervisor, read over your application before lodging it.

GUIDELINES TO SELECTION AND RECRUITMENT PROCESS

The following provides an outline of a typical selection and recruitment process followed by the Embassy.

Short Listing

The first process to be followed is that applications will be initially assessed against the selection criteria to select those applications that are worthy of further consideration. Please note that applications that do not directly address the selection criteria will not be considered.

Selection for Interview

The most suitable applicants will then be called for an interview at the Embassy. Interviews seek to provide the selection panel with additional information to assess your suitability for the vacant position. Interviews are also structured around the selection criteria in order to better establish the relative claims of each applicant against them. The interviews provide a further basis upon which to rank each applicant against each of the selection criteria, to assist in the formulation of the final order of merit.

Structure of Interviews

Interviews are normally conducted by a Selection Panel of two to three people and generally take about thirty minutes.

The following is an outline of a typical interview process. The applicant will be asked a number of questions in relation to key selection criteria. The panel may also give the applicant some scenarios and ask him/her to explain what they would do in the situation. The same initial questions are asked of each applicant. Some positions may require ability or aptitude testing, as for example to assess an applicant's ability to undertake translations, or to use computers such as the ability to prepare spreadsheets or undertake word processing or to use other software relevant to the position. Such testing is normally done on the same day after the interview.

Referee Checks

The panel may then contact the referees of the highest ranked candidates. Each candidate is asked to supply two referees who can comment directly on the candidate's abilities in the work situation. The best referees are those who can discuss your previous work experience in line with the advertised selection criteria. After these referee checks are made, the panel will then again review the order of merit rankings, prior to submitting their final report to the decision making officer.

Employment offer

The successful applicant will then be offered the position. The panel may also form an Order of Merit list for a specified period of time on which to place suitable candidates pending any further similar vacancies at the Embassy.