

## **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 one-page pitch (approximately 800 words).

### **The Covering Letter or Email**

As a general guideline, the covering letter should: State the name of the position you are applying for, 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:

1. **Personal Details:** name, address, email address and contact telephone numbers.
2. **Educational Background:** list details from most recent to past – include your university, college, school and any other significant training courses and qualifications.
3. **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.
4. **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.

### **One-Page Pitch**

We suggest you review what the Embassy does by reading the different pages on our website, the Department of Foreign Affairs and Trade (DFAT) website, and looking at our social media accounts. Try to understand what the Embassy is trying to achieve in Kuwait.

We suggest you read the job description carefully and pay attention to the key qualifications to perform the position. Research the job opportunity, research the department (DFAT), know what you have to offer that is relevant to the job (that is, identify the skills, knowledge and experience you can bring to the job). When writing your pitch, you should identify examples of your work experience that can demonstrate you can do the job.

## **GUIDELINES TO RECRUITMENT AND SELECTION 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 in their One-Page Pitch 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 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 selection panel may then contact the referees of the highest ranked applicants. Each applicant is asked to supply two referees who can comment directly on the applicant'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 selection 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 applicants pending any further similar vacancies at the Embassy.