

## SHORT APPLICATION – FREQUENTLY ASKED QUESTIONS

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As an applicant for a Tasmanian Audit Office (TAO) role, you may be asked to submit a Short Application (SA). This replaces any requirement to provide lengthy written responses against each selection criterion.

A SA consists of a two-page written application and a resume. Only submit an SA if the job advertisement specifically asks you to.

### How do I condense selection criteria responses into an SA?

Don't think of an SA as a condensed full application.

Use your two-page SA to demonstrate how what you have done previously applies to the advertised vacancy. It is not necessary to repeat information in your SA that can easily be seen in your resume.

We recommend that you not use the selection criteria as separate headings, as you would for a standard application. Use the Statement of Duties and selection criteria as a guide, providing background information and context to inform your writing about the skills and experience you have and how this relates to the role.

Give specific examples of work you have done, with a focus on how you achieved outcomes to give the panel a good insight into your skills and knowledge.

### Can I write more than two pages?

TAO expect your SA to fall within two pages, to a maximum of 2000 words. Use a clear readable font size (11 or 12pt) and adopt standard margins and spacing.

### What should I include in my resume?

Your resume should be concise, succinct and fall within roughly a four-page limit. Do not include additional documents, such as certificates or references, unless specifically requested.

Use clear headings and dot points to allow the selection panel to easily see and find information about you that is relevant to the role. We suggest you include the following to help the panel assess your application:

- relevant work history (paid and unpaid)
- relevant education, qualification and training history
- summary of your key skills that relate to the role.

### How important is my resume?

The selection panel will read your SA and resume together. The panel will use your resume to get an understanding of what you have done in the past that is relevant to the role. Use the SA to expand on the how and the why.

### How important are referees?

Reference checking is an important step in verifying the overall information gathered through the selection process. Your current and/or a recent manager is the best person to comment on your skills and experience.

Referee details can be provided as part of your application in the online system. Provide names and contact details of two referees who are willing to be contacted about your capacity to perform the role.

Don't forget to confirm with your referees in advance that they are willing to be a referee. Panel members are likely to question them in depth about your capabilities. Speak with the vacancy contact person if you have a concern about this, as we understand that, in some instances this may be difficult, and you may need to provide an alternative referee.

### **Can I include a cover letter?**

All of the necessary information will be captured through the electronic application process along with your SA and resume, so a cover letter is not necessary. The electronic form will provide the opportunity to include additional information relevant to your participation in the application process (e.g. an upcoming overseas holiday).

### **How will the selection panel see all the skills and experience I have?**

The panel will use your resume, in conjunction with your SA, to get an understanding of what you have done. The resume describes 'what' you have done and where and what skills and experience you have, while the SA shows the 'how' your skills have been demonstrated in practice.

The panel members will look for core evidence of your capabilities. They will look for evidence of how you think and act in relation to the role.

### **What other evidence might a selection panel ask for?**

The panel will use evidence gathering methods appropriate to the role. If you are shortlisted, you will be advised of other selection methods, including if there will be an interview. Other methods may include, but are not limited to:

- face to face, telephone or Skype interview
- work samples or portfolios
- face-to-face or video presentations
- skills or ability testing.

### **How do I ask about a reasonable adjustment?**

If you may require a reasonable adjustment during the selection process (e.g. building accessibility, information in different formats) it is recommended that you not include this in your written application but call to discuss this with the vacancy contact person.

### **Why does TAO only use SA for some vacancies?**

TAO is seeking to build a more diverse workforce by reaching a wider range of potential candidates and motivating them to apply for our vacancies. We want the application process to be easy and accessible to all. Both the SA and standard processes are valid methods of assessing merit.

### **Contact us**

The vacancy contact person is there to answer any questions you have about the role.

You are strongly encouraged to call to ensure you have a good understanding of the role and to assess whether it is the right fit for you.