

# Advice to applicants

Thank you for your interest in working with us. This information sheet has been developed to assist you with our recruitment and selection processes. You are encouraged to read this information carefully in conjunction with the Statement of Duties.

## Vacancy Information

All Tasmanian State Service positions are filled on the basis of merit. A merit selection process aims to select the best candidate for a position based on an assessment of the candidates' work-related qualities and their capacity to achieve outcomes related to the duties of the role. The Statement of Duties describes the role in terms of its duties/functions, responsibility, criteria for selection and other specific requirements. We encourage you to contact the vacancy contact person to discuss the role further or to ask any questions that you may have.

Further information on working at DPIPWE is available on [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au).

## Essential requirements

Where a position is subject to essential requirements you must be able to demonstrate that you meet all of the listed requirements.

Please note that we do not require evidence of any essential requirements e.g. certification, qualifications etc at this stage of the application process.

If a position is subject to pre-employment checks and you have been successful in the application process, you will be asked to undertake these checks prior to being appointed to the role.

A range of other conditions may be required depending on the role you are applying for. The Statement of Duties document will specify any essential requirements for the role.

## Your short form application

- A covering letter – 1-2 page outlining your experience, skills and knowledge as they relate to the Statement of Duties for the role.
- A current CV/resume – outlining your contact details, employment and education history, any training and development you have completed and other relevant information that supports your application.

## Submitting your short form application

Applications should be submitted online by the advertised closing date via [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Go to the relevant vacancy and click the blue 'Apply now' button. You will be prompted to complete an online application form and attach your short form application (1-2 page cover letter and CV/resume).

Please note that we do not require a separate statement addressing the selection criteria, you will receive an email acknowledgement of the lodgement of your application.

### Selection process

A selection panel will meet to discuss the applications and assess which (if any) applicants warrant further investigation. If you are shortlisted, a panel member will contact you to arrange a further assessment (usually in the form of an interview but may involve other assessment methods).

You are welcome to phone or email the contact person to discuss the progress of your application at any point during the process.

### Selection outcomes

The selection panel will make a recommendation for appointment. Applicants are then advised in writing of the selection process outcome.

Post selection feedback is available to all applicants upon request from the selection panel. Feedback is based upon an assessment of the applicant's suitability in relation to each of the selection criteria. Feedback will normally not be provided until an appointment to the position has been made.

All applicants will receive communication advising of the outcome of their application at the end of the selection process.

The selection process for a vacancy may be used to fill subsequent or similar vacancies for up to six months from the date a position was advertised.