

# Self-Appraisal Questionnaire

## Self-Appraisal Questionnaire for EL Positions

These questions are designed to assist you in considering your suitability for positions in the Anti-Dumping Commission.

Please note these questions are for self-assessment only and **will not form part of the formal selection process**.

We recommend you take the time to answer the questions and assess your own suitability before you decide whether to apply for the job.

### Part 1 – Process and Key Skills

This part of the self-assessment provides a series of statements that apply to those interested in working in the Investigations Unit:

#### Process and Mandatory Requirements

I am willing to participate in a comprehensive recruitment process including assessments of suitability through testing such as but not limited to:

- Panel interview
- Individual testing which includes written communication and numerical data analysis
- Group exercise
- Psychometric testing

I am willing to undergo and maintain a baseline security clearance.

I possess a tertiary qualification, or experience, in the fields such as but not limited to law, accounting, economics, commerce, business, international trade, regulatory compliance, auditing or commercial investigations.

#### Role Requirements

Following are statements that best describe what current staff at the EL 1 level are required to do or demonstrate in the Investigations Unit. Please tick if these are true for you.

1. Participate in meetings with stakeholders which may involve overseas and/or interstate travel.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Undertake training programs and participate in ongoing training and development opportunities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Enjoy collaborating with others and seeking different opinions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Lead and mentor a small team to achieve high quality outcomes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Quickly acquire an understanding of complex legislation, interpret it and apply it accurately.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Analyse and test inferences made from complex numerical, financial and economic data.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Develop and apply advanced Excel techniques to collect, analyse and manipulate data.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Utilise well-developed planning and organisational skills to manage investigations through to completion within tight timeframes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Provide impartial and considered advice.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Tailor my communication and negotiation style according to my audience.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Utilise strong written communication skills to prepare high level and concise reports.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Identify and analyse risks involved in each case.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Possess strong awareness of self and others.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Demonstrate perseverance and attention to detail.	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Be systematic, reliable and methodical.	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Be open and curious to alternative views.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Self-Appraisal Questionnaire

### **If 12 or more of the statements are true for you...**

It is likely that you have the skills or abilities that match the role requirements required for the Investigations Unit of the Anti-Dumping Commission.

Please apply. We look forward to receiving your application.

### **If 8 to 10 of the statements are true for you...**

Consider the specific statements you believe may not sit comfortably with you. Do they relate to particular situations, or to a lack of skill or experience? Are there steps you could take to change your opinion or to develop your skills or abilities in this regard?

Weigh up the pros and cons and work out whether the overall nature of the job suits you and your career objectives.

### **If most of the statements are not true for you...**

It is likely that aspects of the job may not align with your experience, skill set or abilities at this time.

We recommend you reread the information provided within the role description, conduct some more research and give this further consideration before taking the time required to apply for this role.

**Remember, this self-appraisal questionnaire is a guide only. We are keen to receive applications from candidates who believe they have the aptitude and potential to fulfil the requirements of the position.**

# Self-Appraisal Questionnaire

## Part 2 – Behavioural Indicators

This part of the self-assessment involves a series of statements that cover behavioural aspects expected in the role within the Investigations Unit.

Ask yourself whether each statement is true for you or could apply to you with further training. We are keen to recruit the right people who have an aptitude to learn quickly.

It is also important to note whether you will be comfortable demonstrating these behaviours in the role as they are all important to varying degrees.

### Achieves Results

1. Be accountable for my work and prepared to accept constructive feedback to strengthen the case.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Think analytically and provide systematic and critical consideration of information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Take full responsibility to complete multiple projects within specified timeframes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Maintain curiosity, seek connections and get to the bottom of things.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Be resourceful and flexible.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Concentrate for sustained periods of time, pay attention to detail, ask and answer questions and continually consider possibilities and implications.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Communicates with Influence

7. Consults and shares information with own team/s, other units and the leadership group.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Keep team well informed of progress and issues.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Empathise with stakeholder views whilst maintaining objectivity and making recommendations without personal bias.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Communicate my findings and recommendations in detailed reports that are subject to public and stakeholder scrutiny.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Write persuasively, succinctly and precisely as well as convey a logical narrative that can be understood easily.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Participate in highly charged discussions in a calm and level-headed manner.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Exemplifies Personal Drive and Integrity

13. Follow rules and be aware of the consequences of non-compliance.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Maintain fairness and transparency in my job.	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Always act with high integrity and professionalism.	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Demonstrate a strong work ethic and take pride in my work.	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. Examine alternatives quickly and take considered action.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Shapes Strategic Thinking

18. Translate high level goals and outcomes into appropriate direction for others.	Yes <input type="checkbox"/> No <input type="checkbox"/>
19. Reach conclusions based on sound evaluation of available evidence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
20. Apply facts within a legal framework.	Yes <input type="checkbox"/> No <input type="checkbox"/>
21. Take responsibility for the completion of confidential reports and non-confidential versions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
22. Be stimulated by new knowledge and close interactions with businesses and governments.	Yes <input type="checkbox"/> No <input type="checkbox"/>
23. Take the initiative in my job role and seek advice when uncertain.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Cultivates Productive Working Relationships

24. Provide clear direction, articulate parameters and allocate tasks effectively.	Yes <input type="checkbox"/> No <input type="checkbox"/>
25. Lead and mentor a team that operates in a complex work environment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
26. Thrive in a collaborative team environment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
27. Understand the needs of stakeholders and how their operations work.	Yes <input type="checkbox"/> No <input type="checkbox"/>
28. Remain positive when receiving constructive critiques of my own cases.	Yes <input type="checkbox"/> No <input type="checkbox"/>
29. Work effectively with stakeholders on outcomes which are sensitive and important to them.	Yes <input type="checkbox"/> No <input type="checkbox"/>
30. Be curious in understanding other cultures and accepting of cultural differences.	Yes <input type="checkbox"/> No <input type="checkbox"/>

# Self-Appraisal Questionnaire

## **If most of the statements in each behavioural indicator are true for you...**

It is likely that you have the skills or abilities that match the role requirements required for the Investigations Unit of the Anti-Dumping Commission.

Please apply. We look forward to receiving your application.

## **If half of the statements are true for you...**

Consider the specific statements you believe may not sit comfortably with you. Do they relate to particular situations, or to a lack of skill or experience? Are there steps you could take to change your opinion or to develop your skills or abilities in this regard?

Weigh up the pros and cons and work out whether the overall nature of the job suits you and your career objectives.

## **If most of the statements are not true for you...**

It is likely that aspects of the job may not align with your experience, skill set or abilities at this time.

We recommend you reread the information provided within the role description, conduct some more research and give this further consideration before applying.

**Remember, this self-appraisal questionnaire is a guide only. We are keen to receive applications from candidates who believe they have the aptitude and potential to fulfil the requirements of the position.**