

# 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, by addressing the relative claims of applicants against a selection criterion. The selection criteria are contained in the Statement of Duties. We encourage you to contact the vacancy contact person to discuss the role further or to ask any question 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.

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 application

- A Tasmanian State Service Application for Employment form (Form 201) – complete all details, including providing two (2) referees (usually previous managers/supervisors).
- A short covering letter – to introduce yourself, your background, and your interest in the role.
- A statement addressing the Selection Criteria (provide clear, concise and specific examples in relation to your relevant knowledge, skills and experience against each criterion in the context of the major duties for the role).
- A current CV/resume - your contact details, employment and education history, any training and development you have completed and other relevant information that supports your application.
- Evidence of any specified essential requirements – copies of qualifications, certification etc.

## Submitting an application

Applications should be submitted by the advertised closing date. The preferred method for submission is online via [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Go to the relevant vacancy and click the blue 'Apply' button. You will be prompted to complete an online application form and attach your cover letter, resume, selection criteria responses, and any other documentation.

You will receive an email acknowledgement of the lodgement of your application.

## Selection process

A selection panel will assess each applicant's merit against the selection criteria. If you are shortlisted, a panel member will contact you to arrange a further assessment (usually in 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. The selection process usually takes between 3 and 6 weeks from the closing date.

## 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 an email advising of the outcome of their application at the end of the selection process.