

# Advice to applicants

## Step 1: Get to know what the job entails

Have a look at the Statement of Duties for the job (available from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)). Read over the position objective, primary duties, level of responsibility and direction provided, and selection criteria to see if your skills and abilities are a good match for the job.

We encourage you to contact the vacancy contact person to discuss the role further or to ask any questions that you might have. Additional information on working at Treasury and joining our team is available at [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## Step 2: Prepare your application

To apply you will need the following documents:

- A short covering letter to introduce yourself, your background, and your interest in the role.
- Your resume.
- Selection criteria – specific examples from work or personal experience that demonstrate ability to meet the criteria, around half and up to a full page for each criterion. This is used to assess whether you meet selection criteria and relative merit for interview.
- Details for two referees, usually your last two managers.

Accepted file types are .doc, .docx, .pdf, .rtf, and .txt only.

### *How do I respond to the selection criteria?*

This is your opportunity to show the panel that you can do the job using examples and evidence. These may be work related or other relevant experiences. Stating that you meet the criteria (without examples/evidence) does not showcase your ability to meet selection criteria. A simple way to address the criteria is to:

- List each selection criteria as a heading. Break the criterion down into key skills/abilities.
- Read the position objective/duties and brainstorm examples, and then select the most relevant ones.

- Be specific in your examples to demonstrate how you have applied each skill/ability to complete a task. Be concise and outline the situation, actions taken (how, when and how often) and the outcome/result.

A Microsoft Word template is provided (page 2 and 3) which you may choose to use for your responses. Touch base with the vacancy contact officer or email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au) if you need clarification.

## Step 3: Submit application by the closing date

The 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 Now' button. You will be prompted to complete an online application form and **attach your cover letter, resume and selection criteria responses**. Referee details are to be included in the application form.

If unable to submit online please contact Recruitment before the closing date on (03) 6166 4450 or email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au)

### What happens after I apply?

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 further assessment (usually interview, reference check and written activity).

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

The selection process usually takes between 3 and 5 weeks from the closing date. All applicants will receive an email advising of the outcome at the end of the process.

### What if I have specific requirements?

We seek to give all applicants the best opportunity to demonstrate merit for the role, and will readily consider making reasonable adjustments in the workplace. Please call the vacancy contact person to discuss any specific requirements that you may need if selected for interview.

### Selection Criteria #1 – Communication

My ability to meet the Communication criterion, in the context of the position objective and primary duties, is evidenced by the following specific examples:

- <INSERT FIRST EXAMPLE> e.g. in the role of xx, I regularly liaise/communicate/negotiate/ correspond with xxx in relation to xx. I ensure that I do xxxx to achieve a good result. A specific example of this is when I ..... and the outcome of that was .....
- <INSERT SECOND EXAMPLE>
- *etc - half to a full page for this criteria – check that your examples are specific and that you have covered the key aspects of the selection criteria as outlined in the Statement of Duties.*

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### Selection Criteria #2 – Output Management

My ability to meet the Output Management criterion, in the context of the position objective and primary duties, is evidenced by the following specific examples:

- <INSERT FIRST EXAMPLE> e.g. in the role of xx, I need to be able to manage x, y and z tasks. I do this using the following output management methods: x, y z. A specific example of this is when I ..... and the outcome was .....
- <INSERT SECOND EXAMPLE>
- *etc - half to a full page for this criteria – check that your examples are specific and that you have covered the key aspects of the selection criteria as outlined in the Statement of Duties.*

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### Selection Criteria #3 – Conceptual, Analytical and Judgement

My ability to meet the Conceptual, Analytical and Judgement criterion, in the context of the position objective and primary duties, is evidenced by the following specific examples:

- <INSERT FIRST EXAMPLE> e.g. in the role of xx I was faced with the following problem – xxx. To work through this problem and come up with an appropriate solution I did x, y, z. The end result was xxx.
- <INSERT SECOND EXAMPLE>
- *etc - half to a full page for this criteria – check that your examples are specific and that you have covered the key aspects of the selection criteria as outlined in the Statement of Duties.*

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#### Selection Criteria #4 – Leadership and People Skills

My ability to meet the Leadership and People Skills criterion, in the context of the position objective and primary duties, is evidenced by the following specific examples:

- <INSERT FIRST EXAMPLE> e.g. *in the role of xx, I work within the xx team and am responsible for x, y, z tasks/roles. I use the following people skills in this context: x, y, z. A specific example of this is when we ..... and I did .... And the end result was ....*
- <INSERT SECOND EXAMPLE>
- *etc - half to a full page for this criteria – check that your examples are specific and that you have covered the key aspects of the selection criteria as outlined in the Statement of Duties*

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#### Selection Criteria #5 – Technical and Professional skills

My ability to meet the Technical and Professional criterion, in the context of the position objective and primary duties, is evidenced by the following specific examples:

- <INSERT FIRST EXAMPLE> e.g. *I have knowledge/experience/skill/ability in xxx which I have developed in the roles of xxx and undertaking specific tasks such as x, y.*
- <INSERT SECOND EXAMPLE> e.g. *(if relevant) I have undertaken training/education in x and y, and have applied these skills in the role of xx.*
- *etc - half to a full page for this criteria – check that your examples are specific and that you have covered the key aspects of the selection criteria as outlined in the Statement of Duties*