

Thank you for your interest in applying for a vacancy within our agency or one of our client agencies. The following information has been developed to assist you in submitting an application for advertised vacancies.

It should be noted that any appointment is not considered final until you have received and signed an official written offer.

If you require further information regarding the preparation of the application, please contact Recruitment Services, Corporate Administration Agency on (07) 3842 9288. If you require further details about the vacant position, please telephone the number supplied on the advertisement or role description.

The Selection Process

The basis of all appointments is merit, ie the successful applicant will have the highest level of merit overall. To assist in determining this a number of selection techniques may be utilised such as the requirement of a written application, an interview, ability tests, reference checks and individual or group exercises.

The application is the initial stage of assessment in the selection process. Applicants will generally be short-listed for an interview based on how well they meet the key attributes for the position as detailed in the role description.

Seniority and length of service are not considered in the selection process. Queensland Government is an equal opportunity employer.

A selection panel consists of a chairperson and at least one more person with adequate skills and knowledge of the position. The panel's role is to ensure the best person is selected for the job by gathering and assessing information about applicants' skills, knowledge, attributes and personal qualities relevant to the vacancy.

The selection panel will inform applicants in advance about the requirements of the selection process (eg applicants may be requested to undertake a work test).

The Role Description

The role description contains information about the job, the organisation and most importantly the key attributes on which selection of the successful applicant will be based upon.

The key elements to note in the role description when formulating a written application are:

Primary duties/responsibilities – This will focus on the core duties that the role undertakes. Time should be taken to carefully read the “About the Role” section so that you develop a good understanding of what duties and responsibilities you would be required to perform if successful.

Key attributes – are based on the principal responsibilities of the role and the Capability and Leadership Framework (CLF). It will outline capabilities and behaviours required to perform the duties of the role. It is important that you follow the instructions provided to apply for the role, including responding to the key attributes as short-listing is generally based on an applicant's response to these. Further information on responding to the key attributes and the CLF are available in the document, [CLF Information for Applicants](#).

Mandatory Requirements – Mandatory levels of qualification, experience, certification and/or training may be specified. Under these conditions your application will only be considered if you meet these requirements.

Assessing Applicants

The selection panel determines a system designed to rate/evaluate each candidate during the selection process.

The application and interview are the most common examples of selection techniques. The selection panel may employ other methods such as requesting work samples or requiring you to perform a test. In cases where this applies you will be notified at the time when the interview is arranged so that you can prepare for this.

The Application

The application is usually the first point of contact between you and the selection panel. It is your opportunity to convince the selection committee that you are worth interviewing.

In general, your application will be assessed and rated in relation to how well you meet the key attributes. It is essential that you follow the instructions to apply as requirements can vary between vacancies. This includes (if applicable) providing a written response to each of the key attributes that clearly and concisely demonstrates your ability and experience in relation to each one. You should provide examples to support your responses, however you should avoid 'padding' your application with irrelevant information.

An up to date curriculum vitae or resume giving a brief outline of your work experience including where you have worked, duties performed and the period of employment should be included.

Finally, you should supply at least two contact names and numbers of referees who can provide the selection panel with a fair assessment of your abilities and performance. The Role Description will outline any specific referee requirements.

If required, only supply **copies** of qualifications, references, certificates etc as the panel cannot be held responsible for returning original documentation.

The Interview

This is your opportunity to articulate the depth of your knowledge, experience and potential by responding to a series of questions formulated by the selection panel. These questions are based on the key attributes which again emphasise the importance you should place on addressing this part of the role description. This method of interview allows the selection panel to assess how well you perform against each capability.

All applicants will be asked the same series of questions. However as the interview progresses the selection panel may ask additional questions to allow you to expand on topics and information that you provide in your responses.

It is valuable for you to put some thought into what questions may be asked from each of the key attributes so that you develop an idea of what you may want to talk about in the interview that best reflects your capabilities.

Referee Checks

The selection panel may contact your nominated referees, and this can occur at any stage of the selection process. These should be your past or present supervisors who would be able to provide a fair and reasonable account of your abilities.

Referees are normally asked questions about the applicant in relation to the key attributes and can be asked other questions relating to your performance, attendance etc. Referee checks can be done verbally or in writing.

It is wise to supply your referees with a copy of the role description so that they are familiar with the position that you are applying for. Also, if your referee is a Queensland Government employee you must gain their permission to nominate them as a referee.

Notification of Appointment

All applicants will be notified in writing of the outcome as soon as possible. Notifications of permanent Public Service appointments are published in the Government Gazette.

Post Selection Feedback

Post-selection feedback is available to all applicants upon request to the selection panel. This is your opportunity to gain information about your performance that will enhance your chances in the future.

When you receive your official notification about the outcome of the vacancy, it will also contain the name and contact number of a panel member that you can call to arrange feedback.

Rights to appeal

Eligible Queensland Public Servants entitled to appeal a promotion decision must satisfy the following requirements:

- You applied for the vacancy by the advertised closing date.
- The successful applicant is not an external applicant to the Queensland Public Service.

- Notice of appeal must be received by the appeals officer no later than 21 days after the gazettal of the promotion.

A promotion appeal may only be made on the basis that the recruitment and selection process was deficient (or flawed). For further information please go to www.psc.qld.gov.au.

How do I apply?

All applications must be received no later than the closing date, which you will find on the advertisement.

Applicants are requested to submit applications on-line through Smart Jobs and Careers (www.jobs.qld.gov.au).

You will be asked to include:

- personal and contact details;
- equity and diversity details (optional);
- a statement against the key attributes (if applicable)
- the names of at least two referees (preferably one who is your most recent supervisor) who can comment on your work performance and assess your abilities in terms of the key attributes; and
- a recent resume, outlining your relevant work experience, educational background and achievements.

If you are unable to submit your application through Smart Jobs and Careers then please contact CAA recruitment on (07) 3842 9288 or recruitment@caa.qld.gov.au to discuss other options.