

## Some pointers to get you started

- Understand the position description and job specific questions
- Find out about the employer
- Decide if you are qualified to do the job

## Understand the position description and job specific questions

Study the position description, the primary duties and responsibilities, along with position requirements, essential and desirable.

### **1. Primary duties and responsibilities**

This is a list of the day-to-day responsibilities and tasks of the role. Each role has a key focus - for example, some roles supervise staff, some manage resources or provide policy advice, and others deliver support services. Your career background and interests should match the requirements and accountabilities of the job.

### **2. Job Specific Questions**

By law, we must assess all job applicants fairly and consistently. We do this by providing job specific application questions that all candidates are assessed against. The job specific questions outline the qualities, knowledge and skills needed to perform the position. You will need to write short statements that sell your specific capabilities for each of the criteria. It is important to include specific examples or situations where you have demonstrated the behaviour, knowledge, skills and personal qualities asked for in the job specific criteria.

## Five steps to addressing job specific questions

Follow these six steps to ensure your application covers all the required information:

1. Read and re-read the advertisement, job specific questions and position description
2. Save the job details and position description, so you can easily refer to them later
3. Highlight key words in the job specific questions and think about what the employer is looking for
4. List examples of how you meet the job specific questions - describe relevant skills, experience, incidents, training, personal qualities and expertise
5. Repeat this process for the remaining job specific questions.

## The specifics of writing Job Specific Application statements

A good way of addressing selection criteria is to use the STAR formula:

- |   |  |
|---|--|
| S | • Situation - where, when and context of your example                              |
| T | • Task - the task or problem to be solved  |
| A | • Action - how you solved the problem, fulfilled the task or handled the situation |
| R | • Result - the outcome achieved as result of your action/s                         |

Be factual and positive, without exaggerating or minimising your capabilities and experience; this method of responding to job specific questions may seem unfamiliar and a bit awkward to begin with. A word of encouragement, however, around 60% of government jobs are filled by people not currently working in government organisations.

## Qualifications

Some roles will include formal or mandatory qualifications, such as a degree or a technical qualification, as part of the job specific application process. You may be asked to produce documentary evidence of these qualifications before being appointed to the job.