

unisa

RECRUITMENT AND SELECTION

INFORMATION FOR APPLICANTS



The purpose of this document is to provide applicants with information on how to prepare a job application.

It is important that as an applicant you are aware of the expectations of the selection panel in terms of the format and content of your application.

Eligibility

To be eligible for employment with the University of South Australia, you must have the right to work in Australia as determined by the Department of Immigration and Citizenship. If offered a position, you will be asked to produce verification of your citizenship, or entitlement to work in Australia.

International applicants

International applicants may be employer-sponsored for appropriate working visas. For further information on Australian citizenship or working visas, please visit Australia's [Department of Immigration and Citizenship website](#).

For information about living in Australia, please visit the [Settle in Australia website](#).

The following websites provide information about living and working in South Australia:

- [South Australia: Make the Move](#)
- [South Australia: A Brilliant Blend](#)

The [Video Location Guides](#) provide information about a variety of locations across South Australia.

The [Welcome to South Australia: A Guide to relocating to SA](#) is a useful resource for international staff who are relocating to commence work at the University.

Definition of an internal applicant

Some positions may be marked "For Internal Applicants Only". To apply for internal positions, you **must** be a current UniSA continuing, fixed-term or long-term casual staff member at the time the position is advertised.

Long term casual staff are those:

- Academic staff who have worked for not less than 75 paid hours (i.e. with preparation approximately 225 hours input) in the six months prior to the closing date of the position and who were employed by the University in their normal work pattern during the period of the advertisement.

- Professional, Security, Grounds and Document Services staff who have worked for not less than 200 paid hours in the six months prior to the closing date of the position and who were employed by the University in their normal work pattern during the period of the advertisement.

Vacancies advertised as internal ensure that staff within the University are provided with the opportunity for promotion or to move into different areas.

National Police Certificate

Employment for some positions (for example, a position that works with children and/or vulnerable adults) may require a National Police Certificate. This will usually be indicated on the position description under the heading 'Special Requirements'. Further information is located at [National Police Clearance](#).

Equity

UniSA is committed to Equal Employment Opportunity (EEO) strategies that aim to ensure fair outcomes in all areas of employment. For further information about EEO at UniSA please visit our [Equity website](#).

All selection panels are required to adhere to the principle of merit and use appropriate selection techniques. However, applicants who are women, or from an Aboriginal and Torres Strait Islander background, or from a culturally and linguistically diverse background, or who have a disability may choose to have a representative from the Human Resources Unit present. To request this, applicants should apply directly to the Human Resources Unit.

UniSA is an equal opportunity employer and reserves the right to invite applications, or not to make an appointment.



The advertisement

Read the advertisement carefully and note the closing date for applications. The advertisement provides a link to the [Working @ UniSA website](#) from which you can access the position description and/or recruitment brochure to determine your suitability for the vacancy.

Online recruitment tool

UniSA uses an online tool to recruit for vacancies. From the [Working @ UniSA website](#) you can:

- Register your interest in working at UniSA
- Register for Job Alerts so that vacancies matching your keywords will be emailed to you
- Apply for a specific position

Applying online

Once you have registered using your email address and a password, you will be able to complete an online application form for a specific position.

In the application form you will have the opportunity to upload multiple supporting documents, such as:

- Cover Letter
- Your résumé / curriculum vitae
- Academic transcript
- List of publications

It is possible to save your partially completed online application form and return to submit it later, providing this occurs before the closing date and time.

Where required, the application form may have selection criteria to address. Take note of the word limit for each answer. This is an opportunity to demonstrate to the selection panel clearly and concisely how you best meet the requirements of the position.

If you have any difficulties with applying online, please refer to the [Your Queries Answered](#) on the UniSA Vacancies website in the first instance. The Human Resources person nominated in the position description attachment can be contacted if you continue to have difficulties.

Check your application

When you have completed your application, ask someone else to critically examine your application before you submit it. Make sure you choose someone who will give you constructive criticism.

Please proof read for grammatical and spelling errors and submit it by the closing date and time.

Referees

The selection panel may seek verbal or written referee reports at any time during the selection process, and will ask questions based on the essential and desirable criteria specified in the position description.

When completing your online application, you will be asked for two to three referees. They should be someone who can provide comments on your work performance against the selection criteria. It is in your interest to notify any nominated referees prior to submitting your application.

A good referee is someone who is familiar with your abilities, can comment on your claims against the selection criteria and is able to give examples of your work performance from their own observations. Someone to whom you have reported is a good choice if it is possible.

It is preferred that candidates use work referees rather than personal (character) referees. However, it may be appropriate for trainees, school leavers and those re-entering the workforce after an extended absence to nominate personal referees.



Curriculum Vitae / Resumé

Your curriculum vitae should be organised and provide particulars in the following areas:

Personal details

- Full name
- Home address
- Home telephone number
- Work telephone number (if appropriate)
- Email address

Key achievements

A summary of key achievements provides the selection panel with a snapshot of your strengths.

Employment history

List your most recent position first. It is not necessary to give copious details of all your employment history, especially if you have been in the workforce for some time. However it is important to highlight any relevant work experience and achievements.

You should also ensure that your experience relevant to the key selection criteria detailed in the position description is clearly identified.

Jan 2006 - current

Clerical Officer
University of South Australia

Preferably in one paragraph or a few dot points, briefly describe the key responsibilities of that position.

In a few dot points, briefly describe your key achievements in that position.

Education

List most recent qualification first, for example:

- Tertiary
- Secondary

You do not need to detail all subjects studied, although you may want to list the relevant major areas for study (for example, accounting/legal studies/communication skills).

Where a position states that certain qualifications are required, you must include full details in your application. If shortlisted for interview, you will be required to bring either certified copies or the original qualifications (together with transcripts where applicable). The original documents must also be presented to Human Resources once a job offer is made or accepted.

Professional development

List any study that is relevant to the position, for example short courses or staff development (for example, minute taking/supervisory skills/stress management).

Key strengths

List any transferable skills or interests that could be translated to the work environment (for example, voluntary work as a committee member of a community organisation, or the army reserve).



Statement of claims

Some vacancies may ask you to address some or all of the selection criteria. This enables the selection panel to assess each applicant's qualifications, skills, ability, experience and knowledge against the requirements of the position.

Responses to selection criteria are more detailed than competencies listed in a curriculum vitae. Be descriptive in your examples but keep your responses brief and succinct. Please note that the online application form has a word limit for your response to each selection criterion. This word limit will be specified at the beginning of the selection criteria.

The key to successfully responding to selection criteria is to present relevant examples of how you meet the requirements.

When addressing the selection criteria, refer to the position description, which outlines the tasks and responsibilities of the position, and include examples to demonstrate how you have performed these duties in the past.

ESSENTIAL criteria are particular attributes, qualifications and experience which are of critical importance to the position.

DESIRABLE criteria are skills or experience in addition to the essential criteria that are valuable when performing the role. While it is not mandatory you have these skills, demonstration of the desirable criteria may increase your chances of being shortlisted.

If you do not have relevant work experience in the area, think about experiences you have gained elsewhere, for example, further study or community involvement such as sport or committees that may have developed your skills in this area. These are known as transferable skills.

Example of addressing selection criteria

Criterion

High level verbal communication and interpersonal skills to interact effectively with a range of people both within and external to the University.

Response

I possess high level communication skills which I have gained through my working career. As Training Administrator for the Organisational Learning Team at UniSA, I liaised constantly with internal customers including staff and management and external training providers.

As part of this role, I was responsible for all staff training registrations and the communication of on-line enrolment confirmations to all registrants. I was also responsible for responding to all staff queries in relation to training opportunities and course enrolments. Communication was conducted verbally via face-to-face and telephone as well as in writing, through email and general correspondence including letters, memos, staff portal announcements. I frequently received positive feedback in relation to my communication skills and the professional manner in which I carried out the duties of my role.

During my time in this role, I developed a regular email notification to all staff advising of forthcoming relevant training and development opportunities. I consistently received excellent feedback in relation to this email notification and as a result of this initiative, course enrolments and attendances increased significantly. In addition, my team received an achievement award for the quality of service provided to staff.

Selection panels

A group of relevant people will form the selection panel (or panel). This may include the immediate manager, internal or external stakeholders and an Human Resources professional.

Selection panels are responsible for the selection process up to the point of making a recommendation for appointment and are accountable for compliance with recruitment and selection policies and procedures. Confidentiality must be observed at all times. Selection panels will be kept as small as possible while ensuring that a range of relevant expertise is involved.

The panel's decision will be based on:

- each applicant's performance during the selection process against the selection criteria defined in the position description;
- referee reports; and
- other selection measures, if applicable, such as practical exercises or presentation.

Any person invited to participate as a panel member must declare if they have a conflict of interest in the matter, and, if so, will not participate in the process. UniSA makes every effort to ensure wherever possible, that selection panels have gender balance.

The Chair of the panel (or nominee) may provide feedback to unsuccessful candidates based on selection criteria, on request.

The panel will forward their recommendation for appointment to Human Resources, who will manage the appointment process from that point forward.

Preparing for the interview

Careful preparation for the interview will ensure you have the best possible chance for success.

General information about UniSA can be found at [UniSA's homepage](#). Researching UniSA will further demonstrate your interest in the advertised position and working for the University.

Generally, an interview is the most common selection assessment method used by a selection panel. If you are shortlisted you will be invited to meet with the selection panel for an interview.

The selection panel may also use other techniques, for example in-basket exercises, presentations or case study scenarios to assist with selecting the most meritorious applicant.

All interview questions will relate to the position for which you have applied and in most cases refer directly to the selection criteria. Therefore, re-visiting the position description and advertisement will assist you to prepare for the interview.

At the interview

At the beginning of the interview, the Chair of the panel will outline the interview format and will provide you with an opportunity to ask questions at the end of the interview.

Before answering each question take a few moments to put your thoughts together. A well thought-out answer presented clearly and concisely will be appreciated by the panel. Seek clarification to a question prior to providing an answer if you do not understand it.

When the opportunity is presented, ask any questions you may have relevant to the position.

It is a good idea to take a copy of your application or any other relevant information to the interview to refer to if necessary (for example, certified copies of transcripts or qualifications). If you have any relevant reports or other work you have done, which demonstrates your skills and abilities and can be verified by referees, you may present them at the interview.

Panel members usually write notes to record your replies to questions to assist them in accurately recalling your responses when making their final decision.

Behavioural interviewing

UniSA often uses behavioural interviews. Behavioural interviews are based on the theory that past performance is a good predictor of future behaviour. A behavioural interview is a more interactive approach and allows the panel to get information about real situations you have faced and how you performed and reacted.

Behavioural questions take the format of '*Tell me about a situation...*' or '*Describe an event where...*'



The STAR technique

When asking behavioural questions the panel will be listening for specific answers to the questions. Candidates are encouraged to respond to behavioural questions using the STAR technique.

STAR is an anagram for - Situation, Task, Action and Result.

Situation – There should be a brief description or contextual statement of the past situation and environment that you were faced with.

Tactics/task – You should describe the actual tasks you were responsible for or the tactics you used to carry out the tasks. This clarifies what you were intending to do.

Action – You should also describe when, where, why and how the task was carried out. This part of the answer should describe your behaviour, skills and expertise.

Result – This should provide the panel with an outcome that was actually achieved because of your tasks and action.

Privacy Act

UniSA treats personal information as confidential, and undertakes to comply with the Information Protection Principles created by the Privacy Amendment (Private Sector) Act 2000 to protect your rights and prevent misuse of personal information collected.

Your personal information will not be disclosed unless the law permits it or your permission is given.