

## **A Guide to the Selection and Recruitment Process**

The following provides an outline of a typical selection and recruitment process followed by the Australian High Commission.

### **Advertising**

Vacant positions are generally advertised through on the Australian High Commission website. Selection criteria and a job description are provided and a closing date and time for applications is specified. The job advertisements will provide advice on a contact person, salary offered and methods for applying.

### **Short Listing**

The first process to be followed is that applications will be initially assessed against the selection criteria to select those applications that are worthy of further consideration. (See the separate information on this website – Guide to Selection Criteria). Please note that applications that do not directly address the selection criteria will not be considered. It is therefore very important that you directly address each of the selection criteria in your application

### **Initial general order of merit**

An initial ranking of applications will be made to select those persons who appear worthy of further consideration and interview. This initial order of merit will be determined by how well applicants appear to satisfy the selection criteria. If your application does not address each of the selection criteria, it is unlikely that you will be short-listed for further consideration.

### **Selection for interview**

The best applicants will then be called for an interview at the Australian High Commission. Interviews seek to provide the selection panel with additional information to assess your suitability for the vacant position. Interviews are also structured around the selection criteria in order to better establish the relative claims of each applicant against them. The interviews provide a further basis upon which to rank each applicant against each of the selection criteria, to assist in the formulation of the final order of merit.

### **Structure of Interviews**

Interviews are normally conducted by a Selection Panel of two to three people and generally take about thirty minutes.

The following is an outline of a typical interview process. The applicant will be asked a number of questions in relation to key selection criteria. The panel may also give the applicant some scenarios and ask him/her to explain what they would do in the situation. The same initial questions are asked of each applicant. Some positions may require ability or aptitude testing, as for example to assess an applicant's ability to undertake translations, or to use computers such as the ability to prepare spreadsheets or undertake word

processing or to use other software relevant to the position. Such testing is normally done on the same day after the interview.

### **Rank in order of merit**

After the interview process, the selection panel will then rank applicants in order of merit against each selection criteria, taking into account all of the information available to them, to form an overall order of merit.

### **Referee Checks**

The panel may then contact the referees of the highest ranked candidates. Each candidate is asked to supply two referees who can comment directly on the candidate's abilities in the work situation. The best referees are those who can discuss your previous work experience in line with the advertised selection criteria. After these referee checks are made, the panel will then again review the order of merit rankings, prior to submitting their final report to the decision making officer.

### **Employment offer**

The successful applicant will then be offered the position. The panel may also form an Order of Merit list for a specified period of time on which to place suitable candidates pending any further similar vacancies at the Australian High Commission.