



## INFORMATION FOR APPLICANTS

### INTRODUCTION

Thank you for considering a position with The Parliament of Tasmania. These guidelines are designed to ensure that sound human resource management practices are followed during the recruitment process so that the best person is selected to fill the position.

### CITIZENSHIP REQUIREMENTS

To be employed at Parliament of Tasmania, you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia.

### MERIT SELECTION

The Parliament of Tasmania recruitment process is based on merit selection. Persons are appointed to positions on the basis of the capacity of the person to do the job. The Parliament of Tasmania is an equal opportunity employer.

### POSITION DESCRIPTION

Every position advertised will have a Position Description. The Position Description sets out the outcomes the role is expected to deliver (accountabilities), essential and desirable requirements to fulfill the functions of the role, and the selection criteria outlining the specific skills, knowledge, and abilities (capabilities) required to effectively perform in this role and achieve key results. The advertisement for the position will direct you to where the Position Description can be located on the Parliament House website at [www.parliament.tas.gov.au](http://www.parliament.tas.gov.au)

### ESSENTIAL REQUIREMENTS FOR POSITIONS

Before you commence your application, please ensure you meet the requirements detailed in this 'INFORMATION FOR APPLICANTS' guide and you can meet the essential requirements for the position described in the Position Description. To be considered, please apply now. All applications should include:

- a **resume**
- a **short application** of no more than two pages to demonstrate how what you have done previously applies to the advertised vacancy. It is not necessary to repeat information in your short application that can easily be seen in your resume.

### REFEREE REQUIREMENTS

You must provide details of two referees in your application; their name, position, organisation, business address, contact telephone number and email address. Prior to submitting an application, it is important that you obtain your referees' permission and confirm they are in a position to supply a report if requested. You should only provide details of referees who can comment on your work performance and capacity to meet the requirements of the position. Personal (or character) referees are not required.

## **SELECTION PANEL**

The role of the Selection Panel is to make a recommendation as to which applicant best meets the criteria based on their relative merit. In making this judgment it will firstly short-list the applicants for interview based on their written applications and then determine the superior applicant based on interview performance and a consideration of referee reports and other means of claim verification. Other selection processes such as written exercises, skills tests or other assessment tools may also be used in the interview process. We will let you know about any other assessment process prior to interview. The selection panel will consider a range of processes to verify the information contained in your application. These may include:

- Requesting additional information, documentation and/or other evidence from you.
- Seeking reports from your referees.
- Contacting people other than cited referees. These may include your current employer. The selection panel will consult you if it intends to contact your current employer.

## **INTERVIEW**

Not all applicants will necessarily be interviewed. Usually only those applicants who can demonstrate their ability to meet the selection criteria to a high degree will be interviewed. If you are short-listed for interview you will be advised of the date, time, venue and format of the interview at least three working days prior to the interview. The interview will be based on a behavioural and situational approach. You will be asked questions that seek responses that provide examples of your prior work experiences and how you would react when confronted with a given situation. Responses should demonstrate your capacity to meet the selection criteria for the position. You may be asked to attend a second-round interview in the event that the Selection Panel cannot choose between two or more candidates.

## **POST-SELECTION FEEDBACK**

Unsuccessful applicants are offered the opportunity to undertake post-selection feedback to assist with subsequent job applications.

## **REASONABLE ADJUSTMENT**

If you require a reasonable adjustment during the selection process (e.g. building accessibility, information in different formats), it is recommended that you do not include this in your written application but call to discuss this with the vacancy contact person.

## **BEFORE LODGING YOUR APPLICATION**

Electronic submission of applications is preferred. Check that you have:

- Completed your '**short application**'.
- Proof read your application and your resume to check for accuracy of information and grammatical and spelling errors.
- Attached your **resume**.

If you are unable to submit your application electronically, please staple all documents together in the top left-hand corner. Do not bind or use a presentation folder as this causes difficulties with photocopying for the Selection Panel. Place in an envelope marked 'Private and Confidential' and hand deliver or mail it to:

*'The contact person nominated in the advertisement'*

*Parliament House*

*1 Salamanca Place*

*HOBART 7000*

*Tasmania*

Applications should be lodged by the closing date indicated in the advertisement. Late applications are rarely accepted and then only at the discretion of the Selection Panel. It is your responsibility to ensure that your application reaches its required destination by the specified closing date.

**FURTHER QUESTIONS**

If you have any questions about information contained in these guidelines or the advertised position, please contact the person nominated in the advertisement.