



**Australian Government**

Virtual Candidate  
Information  
Sessions

See Page 7 for details



## 2021 Career Starter Program Candidate Information Guide





# Contents

Career Starter Program .....	3
The Recruitment Process .....	4
Capabilities we are assessing .....	5
Your eligibility .....	6
Additional support (RecruitAbility) .....	6
Candidate Information Session .....	7
Stage 1: Online Application and Resume .....	8
Stage 2: Online Assessment .....	9
Stage 3: Video Interview & Work Sample Test .....	10
Stage 4: Panel Interview & Information Sessions .....	12
Offers .....	13
Feedback .....	13
Continuous improvement .....	13
Contact .....	13



## Career Starter Program

The Department of Finance coordinated Career Starter Program is an entry-level recruitment program targeted at people who have completed a year 12 certificate or equivalent within the last 24 months.

This program will recruit for various Australian Government departments and agencies. More details on the participating departments and agencies will become available in due course.

The Program provides participants with the opportunity to become effective public servants, with formal training and development in a full-time APS1 position over 11 months. The Program also provides support through regular forums and various networking activities as a combined cohort.

This has been a highly successful program run over the past 14 years and the program was awarded the 2018 Australian Human Resources Institute Susan Ryan Age Diversity Award.

### As a Career Starter you will experience:

- A permanent job with the Department of Finance or another participating department or agency within the Australian Government (*interstate candidates may be required to relocate to Canberra. There may be potential for positions within other locations, subject to vacancies within some participating agencies*)
- Starting salary of \$48,019\* (APS Level 1)
- Advancement opportunity to the APS Level 2 (salary increase to \$55,138\*)
- Four weeks paid leave per year
- Flexible working arrangements
- Superannuation of 15.4 per cent (above superannuation guarantee of 9.5 per cent).

*\*Salaries are for Department of Finance positions only; salaries for positions within other participating departments will vary.*

### The program consists of:

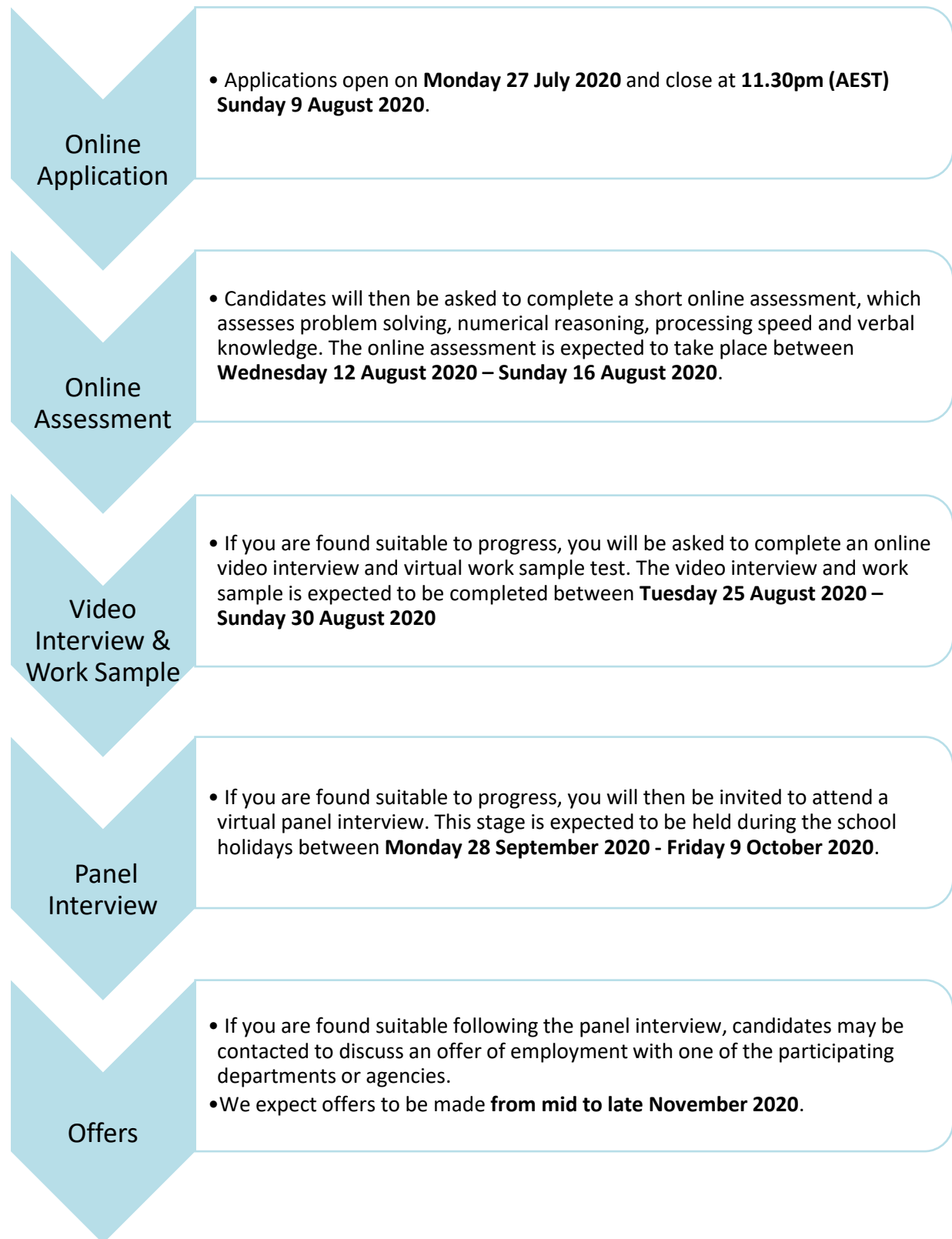
- Statement of Attainment of a Certificate IV in Government. Training sessions include:
  - ✓ Transition into corporate life
  - ✓ Writing skills for the Australian Public Service
  - ✓ Application and interview skills
  - ✓ Essentials of project management
  - ✓ Policy development
- Quarterly networking events
- A 'buddy' from the previous years' program or similar

### Your role may include:

- Project assistance and contribution
- Administrative support
- Providing advice to stakeholders
- Drafting basic reports
- Undertaking research
- General and routine processing



## The Recruitment Process





## Capabilities we are assessing

These capabilities will be assessed at different stages of the recruitment process so take these into consideration when completing the assessment stages:

<b>Organisational alignment</b>	<b>Self-awareness</b>	<b>Collaboration and delivery / client service</b>
Motivation for working within the APS at the specified level.	Approaches tasks and own development in a logical, organised and professional manner.	Collaborates with others to achieve quality outcomes and meet deadlines.
<b>Results oriented</b>	<b>Research and analysis</b>	<b>Verbal communication</b>
Demonstrates initiative, identifies and plans the activities needed to achieve outcomes.	Gathers information from a range of different sources and analyses it to inform thinking on a particular topic.	Communicates clearly and confidently and actively listens to others in a range of settings.
	<b>Written communication</b>	
	Writes persuasively and provides clear written advice in a range of styles.	



## Your eligibility

To be eligible for the Career Starter Program, you must submit a completed application form with your resume prior to the closing date and time, and:

1. Be an Australian citizen or going to be granted Australian citizenship by November 2020 and be able to provide evidence of this;
2. Provide the required documents and authorisation for the Document Verification Service (DVS) in order to verifying your identity.
3. Have completed your Year 12 Certificate in 2019 or be completing it in 2020
4. Be able to obtain and maintain the required security clearance level for the role. All staff are required to have a Baseline security clearance prior to commencement. Depending on the type of work, some roles will require a higher security clearance. If you are offered a role, and don't have a current security clearance, we will work with you to arrange for this to be undertaken.
5. Interstate candidates may be required to relocate to Canberra. There may be potential for positions within other locations, subject to vacancies within some participating agencies.

*\*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.*

## Additional support (RecruitAbility)

RecruitAbility applies to this vacancy. Under the [RecruitAbility scheme](#) you will be invited to participate in further assessment activities for the vacancy if you: choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

If you have a disability, you are able to request reasonable adjustments to the assessment process. You need to note this in your application so we can contact you to discuss your requirements.

If you require any other additional support throughout the process, please contact us.



## Candidate Information Session

We will host two Virtual Candidate Information Sessions via GovTEAMS for participants to learn more about the recruitment process, the Career Starter Program, hear from current Career Starters and to ask any questions that you may have.

Please join us at one of the sessions detailed below:

**1. Thursday 30 July 2020 at 5:00pm – 6:00pm.**

To join this live session, please click [here](#) at the time and date stated above.

and

**2. Thursday 6 August 2020 at 12:00pm – 1:00pm.**

To join this live session, please click [here](#) at the time and date stated above.

If you are unable to attend this information session but want to find out more please email us at [jobs@finance.gov.au](mailto:jobs@finance.gov.au).



## Stage 1: Online Application and Resume

The Online Application and Resume is your opportunity to express your interest in joining the program. You will need to upload your resume and answer some basic questions. Here are some tips to help you prepare:

### Tips for your Online Application

- Start your Online Application as early as possible. If you have questions or technical issues on the due date, you may not be able to resolve these quickly enough to lodge your application on time. Please note Online Applications close **11:30pm (AEST) Sunday 9 August 2020**. **It will not be possible to submit your application after this time.**
- Provide honest and accurate information as your responses will be confirmed at other stages in the process.
- Once you have successfully submitted your application, you will receive an email confirming receipt. Please check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder.

### Tips for compiling a Resume

- Include your personal details at the top of your Resume. These details should include contact numbers, email address and working rights i.e. Australian Citizen.
- The second item on your Resume should include your education and any certificates you have attained.
- List any employment history, including volunteer work, in reverse chronological order. This means listing your most recent employment history first and working back from there.
- Your Resume should be concise and two pages in length (maximum).
- Use a font that is easy to read. Times New Roman, Arial, Calibri (or similar) and keep the font size at 10 or 11. Remember to keep your page margins as standard.
- Keep each section uniform and use bullet points where appropriate.
- Ensure your resume is without spelling or grammatical errors and is accurate and complete.
- Remember, do not include personal information such as marital status etc. No need to include date of birth, age or personal address.





## Stage 2: Online Assessment

Candidates will be invited to complete an Online Assessment. This assessment may test problem solving, numerical reasoning, processing speed and verbal knowledge. Most people are better at reasoning with some types of data than with others and an assessment like this allows everyone to demonstrate their areas of strength. In other words, don't worry if you find some items more challenging than others. All of the information you require is contained within the assessment. There is nothing specific you can do to prepare. However, you might like to review some sample questions to familiarise yourself with the types of questions you can expect and ensure you select an appropriate place to take the test.

### Tips for completing your Online Assessment

- Allow 20-30 minutes of uninterrupted time in a quiet environment, with a high-speed internet connection, to complete your assessment. This will allow time to complete the assessment and time for logging in, reading instructions and completing sample items.
- Once you begin the assessment, the timer cannot be stopped. You will also be unable to re-sit the assessment if you feel that you did not complete it under appropriate testing conditions.
- Although your assessment will be timed, it is more important to respond accurately rather than trying to answer every question. If you find you are struggling with a question, you may like to consider moving on to the next question and return if time remains. Points will not be deducted for incorrect answers.

Capabilities assessed in the Online Assessment are:

**Results  
Oriented**



## Stage 3: Video Interview & Work Sample Test

### Video Interview

A Video Interview is a job interview that takes place remotely and uses video technology as the communication medium. All candidates will be asked the same questions and you will need to record your response in an online video.

For many, this is a new way of taking part in a recruitment process so here are some helpful tips to assist you to make the most of this opportunity.

#### Tips for completing the Video Interview

##### **Before you start the interview:**

The video interview will allow you time to practice before starting the interview. Make sure you utilise this to get comfortable before starting.

##### *Other tips:*

- Check the camera angle (make sure the camera is at eye level)
- Check what is in the background and that you have good lighting that allows the viewer to be able to see you
- Choose a location that is free from distractions
- Dress professionally

##### **During the interview:**

Treat it like a traditional interview, so be confident in your answers.

- Be concise when answering the questions, you do not need to use up all the time allocated to each question, when you have finished your answer, move onto the next question.
- Be yourself. Be natural and acknowledge the camera, but treat it as if it is another person in the room with you.
- If you make a mistake – please don't worry and just keep going. Everyone can make mistakes, it is about recovering and finishing the question.

Be enthusiastic, try and relax as much as possible and let your personality shine – remember to smile!

Capabilities assessed in the Video Interview are:

Self-Awareness

Verbal  
Communication



## Work Sample

During this your video interview, you will be asked to respond to one of the questions by typing your answer into the online platform using a computer or laptop. You will work on your own to complete this piece of work. We'll provide some background information to help you respond.

This is a new way of completing a work sample test in a recruitment process so here are some helpful tips to assist you to make the most of this opportunity.

### Tips for completing the Work Sample Test

- Read the information carefully and make sure you know what you are being asked to do before the time starts.
- Keep your response brief and to the point.
- Pace yourself, remember the time limit of the activity and ensure you leave enough time to respond to each question.

Capabilities assessed for the Work Sample are:

**Research &  
Analysis**

**Written  
Communication**

Your video interview and work sample test will be reviewed by a panel of assessors and scored in a consistent manner.



## Stage 4: Panel Interview & Information Sessions

If you are found suitable to progress, you will be invited to attend a virtual panel interview as well as attend information sessions to learn more about the participating departments and agencies.

### Panel Interview

During this activity, you will participate in a behavioural interview with two panel members. We'll provide you with the written questions during the interview to help you understand the questions and respond accurately.

#### Tips

- Use the STAR (situation, task, action, results) method for your responses and keep them brief and to the point.
- Use real situations in your answers rather than a hypothetical example.
- Pace yourself, remember the time limit of the activity and ensure you leave enough time to respond to each question.

Capabilities assessed in the Panel Interview are:

**Organisational  
Alignment  
(Motivation)**

**Collaboration and  
Delivery (Client  
Service)**

**Verbal  
Communication**

### Information Sessions

During this activity, candidates will get a chance to hear from each department and agency to find out more details about the work they do. This will be a good opportunity for you to ask any specific questions you may have to assist in your preference selection.

#### Tips

- Come prepared with any questions you want to ask.
- Keep the conversation brief and to the point.
- Research the departments and agencies prior.



## Offers

If you are found suitable following the panel interview, you will be placed on a merit pool and may be contacted to discuss an offer of employment on the 2021 Career Starter Program. We expect offers to be made **mid-late November 2020**.

*Unsuccessful candidates will be advised shortly thereafter.*

### **Please Note:**

This recruitment process is being used to fill ongoing vacancies on the 2021 Finance Career Starter Program. If you are found suitable on the merit pool and not offered a position on the program, we may approach you to discuss short-term non-ongoing positions with Finance.

Through this merit pool, other APS agencies may also wish to speak with you about a potential placement within their agency, including Career Starter roles. If this situation arises, a Finance representative will contact you first to gauge your interest in speaking to other agencies prior to passing on your details. If you do not wish for your details to be shared, please ensure you 'opt out' of having your details shared on the application form.

## Feedback

Once the recruitment process has been finalised you will have the opportunity to request formal feedback if you were unsuccessful.

## Continuous improvement

Department of Finance conducts surveys to continuously improve on how we undertake graduate recruitment. The results will be used to improve our process for future recruitment campaigns. Your participation and feedback are welcomed and appreciated.

## Contact

If you have any questions about the recruitment process, please contact the Recruitment Team on 02 6215 1717 or email [jobs@finance.gov.au](mailto:jobs@finance.gov.au).