



Australian Government **Career Starter Program – FAQ's**

1. Where do I apply?

All applications must be submitted through the online recruitment portal which can be found at the following pages:

- [Career Starter Program](#) page on the Department of Finance internet page - select the [About Us](#) tab then [Careers](#) then [Career Starter Program](#). **OR**
- Go straight to the [Current Vacancies](#) tab, where the 2021 Career Starter Program will be listed from **August 2020**.

To help you get started you can select the 'Preview Application' link where you can review the application to get an idea of what you will need to fill out.

You will also be able to click on the 'Candidate Information Guide' for further information about the program.

2. How do I apply?

Once you are ready to apply you need to select 'Start New Application' and go from there. At any time you can save your application and come back to it. You just need to remember your logon and password, which you will receive once registering through the online portal.

Don't leave it too late to submit your application. Between 10:30pm and 11:30pm is the busy time for applications closing and technical things can happen so submit as soon as you can – but be sure to read through your application before submitting! Once submitted you can't make any changes.

3. What do I need to be Eligible for the 2021 Career Starter Program?

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

- be an Australian citizen or going to be granted Australian citizenship by November 2020 and be able to provide evidence of this.
- provide the required documents and authorisation for the Document Verification Service (DVS) in order for Finance to verify your identity*.
- have completed your Year 12 Certificate in 2019 or be completing it in 2020.
- 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. 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.
- All positions are based in Canberra.

**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.*



4. What is the STAR Method?

The **STAR** method is a technique that helps candidates prepare for application and interview questions that determine whether they will be able to handle specific situations associated with a job. This method will help you prepare clear and concise responses using real-life examples.

STAR stands for: **Situation, Task, Action, Result.**

By using the STAR method, you can address the questions while also demonstrating how you were able to handle tasks, challenges and be successful.

5. What is a Merit Pool and what does it mean if I am placed on one?

A Merit Pool is where candidates can be grouped into a single category (i.e. suitable) making up a **merit pool of candidates** – rather than a merit list, where candidates are ranked in order of their assessment score.

If you are found suitable following the Assessment Centre you will be placed in a merit pool. This doesn't automatically mean you will be made an offer of employment, it means you are suitable at the level assessed at and you may then be contacted to discuss an offer of employment on the 2021 Career Starter Program.

6. Are other agencies involved?

Other Government agencies have been invited to participate in the program. They may participate in the assessment process or choose to select candidates from the merit pool to engage in their agency. 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.

7. Do I need finance/accounting background or experience to apply for this program?

No, this program is open to all eligible students with diverse backgrounds, Indigenous and Torres Straight Islanders and students with Disability. Finance values diversity and people with different views, from different backgrounds and with different ideas. Some duties you may perform include:

- ❖ project assistance and contribution
- ❖ administrative support
- ❖ providing advice to stakeholders
- ❖ drafting basic reports
- ❖ undertaking research
- ❖ general and routine processing.

8. What happens if I find the program isn't suited to me after I start?

You can withdraw from the program, if you find it isn't suited to you. However, you will be withdrawing your employment from the Department of Finance and effectively the Australian Public Service (APS). To remain in the APS you will need to be found suitable through another recruitment process and engaged from that process.

You will have lots of support throughout the program, so if you are unsure we can talk to you about your options.



9. What happens if I am made an offer to University as well as the Career Starter program?
Do I accept the university offer and defer it for 6 months/1 year?

Ultimately this is your decision. We recommend you talk with your career advisors, family and friends about the benefits of commencing the Career Starter Program.

Some Government agencies may offer Study Assistance in the form of a financial contribution to your study fees and/or a certain number of hours of paid study leave (during work hours) per week. Study Assistant may be eligible to employees who apply to study a qualification directly relevant to their role or the APS more broadly.

To find out more on what each agency offers, please refer to the relevant Enterprise Agreement which can be found on each agencies website.

10. Will I still be employed at the end of the program?

Yes, following successful completion of the program you may advance to the APS level 2 and continue in an ongoing position.

11. What are the benefits of commencing on the 2021 Career Starter Program?

The program is designed to kick start your career within the APS. You will receive targeted learning and development opportunities designed to enhance your understanding in the role of the department you are placed in, departmental culture, working in the APS, as well as generic public servant skills such as communication and writing skills.

This is a permanent full time role, with a competitive salary with 15.4% superannuation, flexible working arrangements, paid holiday leave (four weeks)and lots of social activities!

Plus a supportive team to help you through it all!

12. Who can I contact if I have further enquires?

Applications will open in August 2020 and further information will soon be available on the Finance website: www.finance.gov.au.

The Recruitment team at Finance are here to help! If you have any additional questions about the recruitment process please contact us on the following details:

Email: jobs@finance.gov.au

Phone: 02 6215 1717

