2023 Australian Government Graduate Program

Generalist Stream

Candidate Information Guide

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What is the Australian Government Graduate Program - Generalist Stream?

This is your pathway to a rewarding career in the Public Service.

[The Department of Finance](#) has partnered with the Australian Public Service Commission to lead the recruitment process for the Australian Government Graduate Program – Generalist Stream.

With multiple participating Commonwealth departments and agencies looking for graduates from a variety of fields, your pathway to a rewarding career in the Public Service is here.

Being a Graduate in the APS provides you with a unique foundation to expand on your existing capabilities and further develop your skills and knowledge across a variety of significant operations of government.

Generalist Graduates have a range of degree disciplines, these include public policy, arts, sciences, humanities, law, international relations, media, communications, design, accounting, finance etc.

If you are looking for the opportunity to work on contemporary policy and services that make a real difference to the lives of Australians, this is the opportunity for you.

For more information on the Australian Government Graduate Program – Generalist Stream [Click Here.](#)
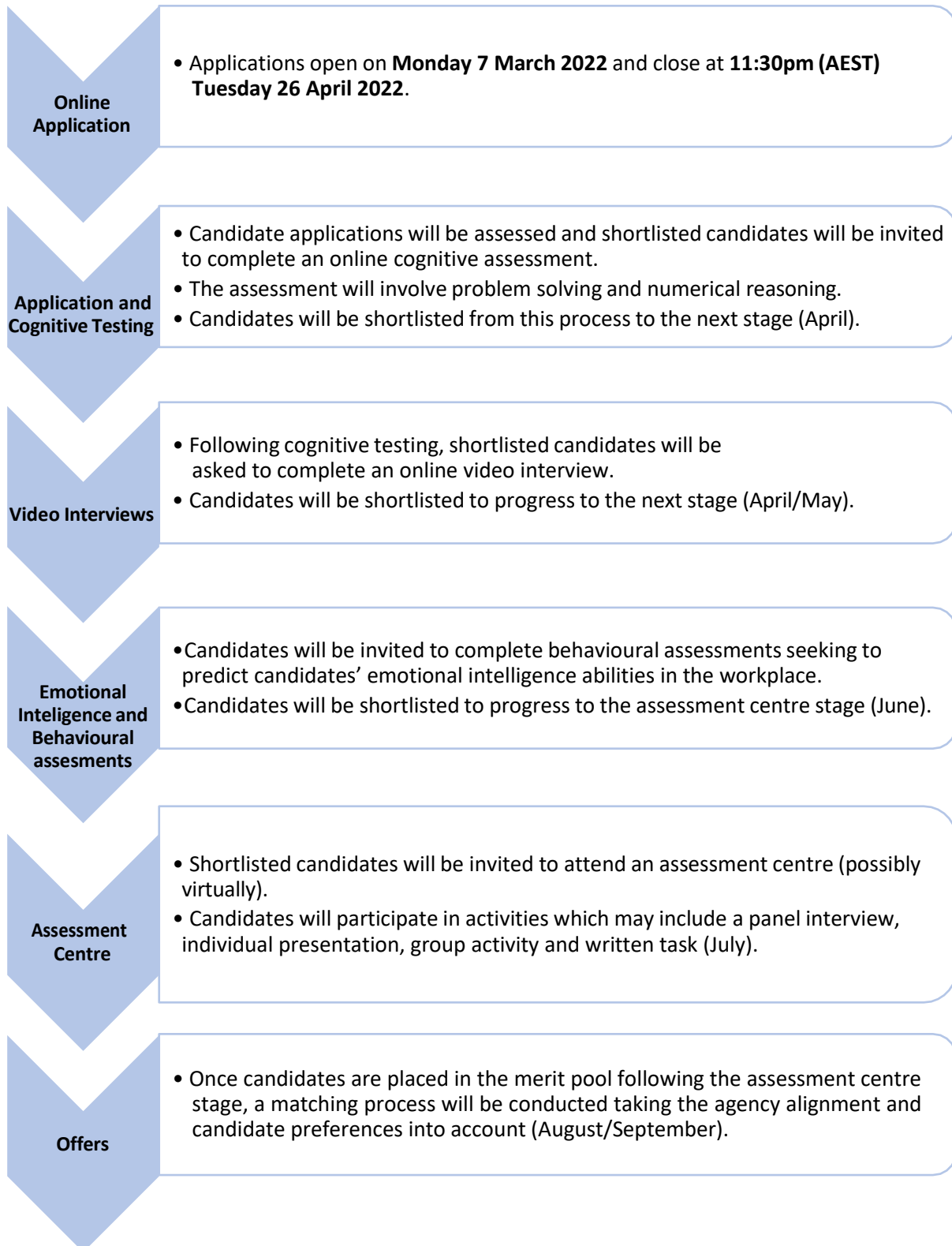
Am I eligible?

To be eligible to apply for the Australian Government Graduate Program – Generalist Stream you must meet the following eligibility requirements:

- Be an Australian citizen **at time of application** (you may be asked to provide evidence of this);
- Will or have completed at least an Australian Qualifications Framework Level 7 qualification (a Bachelor Degree), or higher equivalent by **31 December 2022;**
- Your most recent eligible qualification has or will be completed between 1 January 2018 to 31 December 2022;
- Be able to **obtain and maintain** a valid Australian Government **security clearance** once accepted into a graduate program; and
- Be willing to **undergo any police, character, health or other checks as required.**

Successful applicants will be placed in a merit pool that will be considered by one of the participating agencies the APS. Please note that agencies and departments will offer different employment conditions and graduate program features.

The recruitment process

Online Application
- Applications open on **Monday 7 March 2022** and close at **11:30pm (AEST) Tuesday 26 April 2022**.

Application and Cognitive Testing
- Candidate applications will be assessed and shortlisted candidates will be invited to complete an online cognitive assessment.
- The assessment will involve problem solving and numerical reasoning.
- Candidates will be shortlisted from this process to the next stage (April).

Video Interviews
- Following cognitive testing, shortlisted candidates will be asked to complete an online video interview.
- Candidates will be shortlisted to progress to the next stage (April/May).

Emotional Inteligence and Behavioural assesments
- Candidates will be invited to complete behavioural assessments seeking to predict candidates' emotional intelligence abilities in the workplace.
- Candidates will be shortlisted to progress to the assessment centre stage (June).

Assessment Centre
- Shortlisted candidates will be invited to attend an assessment centre (possibly virtually).
- Candidates will participate in activities which may include a panel interview, individual presentation, group activity and written task (July).

Offers
- Once candidates are placed in the merit pool following the assessment centre stage, a matching process will be conducted taking the agency alignment and candidate preferences into account (August/September).

*Note the above assessment methodology and indicative timings are subject to change.

Capability Assessment

Successful graduates explore opportunities and exemplify drive and adaptability. We are seeking graduates who are responsive and comfortable with change. You will have a desire to be challenged in a flexible and fast-paced environment. But above all else, you will have a positive attitude and a desire to learn.

We want graduates who demonstrate drive and enthusiasm to work on high priority issues across all areas of government.

We are looking for graduates who are curious, innovative and create an impact – those who are bold enough to take the lead.

Think you're up to the challenge? The capabilities we look for in our graduates are:

Organisational alignment	**Self-awareness**	**Collaboration and delivery / client service**
Motivation for working within the APS at the specified level.	Approaches tasks and own development in a logical, organised and professional manner to ensure delivery of consistently high quality work.	Collaborates with others to achieve quality outcomes and meet deadlines.

Results oriented / adaptability	**Research and analysis**	**Verbal communication**
Identifies and plans the activities needed to achieve quality outcomes and takes action to overcome barriers to success.	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.

Written communication
Writes persuasively and provides clear written advice in a range of styles.

Online Application

The online application is your opportunity to provide relevant personal details and respond to an application question, outlining your skills and reasons for wanting to join the Australian Public Service. At this stage, you need to upload your resume, your most recent academic results and answer some eligibility questions.

Tips for application

- Start your online application as early as possible, well before the deadline. 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 that online applications close at **11:30pm (AEST) on Tuesday 26 April 2022.** It will not be possible to submit your application after this time.

- Set aside at least 1.5 hours to complete your application. Take note of word limits as an indication of the amount of information to include. Remember to be concise, however use the word limit appropriately.

- We recommend you prepare your response in a Word document and then copy and paste it into your online application form. If you experience technical issues on the site, you may lose the information and need to start again.

- Proof read your application. Your writing skills are assessed along with the content in your response.

- Once you have successfully submitted your online application, you will receive an email confirming receipt. We recommend that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder.

- Provide honest and accurate information as your responses will be confirmed at other stages in the process.

Resume

You need to attach a resume to your application prior to submission.

Tips for compiling a graduate resume

- List any employment you have, 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 as concise as possible. Two to three pages should be the maximum length.
- Ensure your resume is without spelling or grammatical errors and is accurate and complete.

Online Assessments

Candidates who have been shortlisted from the application stage, will be invited to complete an online cognitive assessment. This assessment may test problem solving, numerical reasoning, processing speed and verbal knowledge. This assessment stage allows candidates to demonstrate strength in various areas. 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 tests to familiarise yourself with the types of questions you can expect, as well as find a quiet place to take the test.

Tips for completing the online assessment

- When selecting the best time and place to complete the assessment, please keep in mind the testing environment can have a significant impact on your performance. While the assessment itself only requires a maximum of 30 minutes to complete, you will want to allow some additional time for logging in, reading instructions, completing sample items, etc. Altogether, 40-50 minutes of uninterrupted time in a quiet environment with a high-speed internet connection should suffice.

- Once you begin the assessment, the timer cannot be stopped and you will not be able to re-sit the assessment if you feel you didn't complete it under appropriate testing conditions.

- Although it is a timed assessment, it is more important to respond accurately than to answer every question. If you find you are struggling with a question, you may choose to move on to the next one and return to the challenging item if time remains. Your assessment will not be deducted for incorrect answers.

These assessments help predict how quickly you will learn new information during the graduate development program and how effectively you will use information, sometimes in challenging situations, to solve problems. The assessments have been used with thousands of other graduate candidates in Australia, allowing us to compare your performance to that of your peers. That means we are able to set benchmarks for these assessments in line with the capability required for the program.

Online assessments are not designed to be completed by people with visual impairments not corrected with corrective lenses. If you are in this situation, please contact the Finance Entry Level Programs Recruitment team to make suitable arrangements before you begin the assessment.

Similarly, if you are unable to undertake the online tests for a reason other than visual impairment and did not advise us of this on your application form, please contact the Finance Entry Level Programs Recruitment team as soon as possible.

Video Interview

Following the online assessments, shortlisted candidates will be invited to complete a video interview. The interview takes place remotely and uses video technology as the communication medium. Candidates will be asked up to three interview questions and will need to record their response using an online video interviewing platform.

Tips for completing the video interview

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.

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. Some other tips include:

- Check the camera angle (make sure the camera is at eye level).
- Check your background and that you have good lighting allowing the viewer to be able to see you.
- Choose a location that is free from distractions.
- Dress professionally.
- Try and relax as much as possible and let your personality shine – remember to smile.

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 – take a breath and just keep going. Everyone makes mistakes, it is about how you recover and finish the question.
- Be enthusiastic, this is your opportunity to make an impression and move through to the next stage of the process

Emotional Intelligence and Behavioural Assessment

Following the video interview, shortlisted candidates will proceed to Emotional Intelligence (EI) and Behavioural Assessments seeking to predict candidates' emotional intelligence abilities in the workforce. Candidates will be shortlisted to the assessment centre stage.

> **Tips for Emotional Intelligence and Behavioural Assessments**
>
> - Read the information carefully before you commence and make sure you know what you are being asked to do.
> - Pace yourself, remember the time limit of the activity and ensure you leave enough time to respond to each question.

Assessment Centre

Candidates that progress will be invited to attend an Assessment Centre which will run over a number of weeks (possibly virtually pending COVID requirements). This will be confirmed closer to the time and further information will be provided to shortlisted candidates only.

What is an Assessment Centre?

The Assessment Centre provides you with an opportunity to showcase your capabilities.

Assessment Centres involve different activities to assess your capability against specific criteria. We understand each individual has unique strengths, so the assessment centre is designed to provide you with an opportunity to demonstrate your strengths against multiple capabilities required for the graduate program.

You may be asked to complete the following activities:

- individual presentation
- written task
- group activity
- panel interview.

Tips for assessment centres

- Understand all instructions provided to you. If you are unsure what to do, ask for clarification.
- Plan to have a good night's sleep so your energy level is high.
- Address all the issues and questions outlined in each activity.
- Know the time limit for each activity. These will be provided at the start of each activity.
- Consider the capabilities we are looking for when framing your answers.
- Ensure to test your device beforehand to avoid technical difficulties during the session.
- Ensure you have the right start time.
- If something goes wrong, **call the Finance ELP Recruitment team on 02 6215 1717** (AEST 8:30am-5:00pm) Monday to Friday to let us know as soon as possible.
- 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 and ensure you leave enough time to respond to each question.

Additional support

If you require reasonable adjustments to be made at any stage of the assessment process, please note this in your application form. A member of the Entry Level Programs Recruitment team will contact you, should be successful, to discuss these adjustments

Feedback

Due to the expected volume of candidates through the assessment stages, feedback will only be provided to candidates who attend the Assessment Centre.

Contact

If you have any questions about the recruitment process, please contact the Finance Entry Level Programs Recruitment team using the contact details below:

Phone: 02 6215 1717 (AEST 8:30am-5:00pm)
Email: entrylevelprograms@finance.gov.au