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CANDIDATE INFORMATION GUIDE

2025 Australian Government Graduate Program - Generalist Stream

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, including an Affirmative Measures Disability process.

As a Generalist Stream graduate, you will have the opportunity to work on contemporary policy and programs within the Australian Government. The work you do will influence important decisions, which may impact the everyday lives of many of your fellow Australians. You'll offer advice, support and guidance on policies and see the direct impact it has on the public.

The Australian Government Graduate Program Generalist Stream offers challenges in a flexible and fast-paced environment. We want you to be adaptable, positive, and willing to learn and innovate. You will be challenged in your way of thinking; make important contributions through the work you do and help deliver on our commitments as an organisation.

For further 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 below eligibility requirements:

- Be an Australian citizen (you will need to upload proof of citizenship in the application form);
- Have completed an Australian Qualifications Framework Level 7 qualification (a Bachelor Degree) or higher equivalent by 31 December 2024;
- Have completed your most recent degree between 1 January 2020 and 31 December 2024;
- Be able to **o**btain 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.

For applicants applying under the Affirmative Measures Disability process, you will also need to provide suitable evidence of a disability which may include a:

- Letter from a Disability Employment Service of JobActive provider;
- Certificate or letter from a registered medical practitioner; or a
- Letter from a secondary or tertiary institution Disability Services Unit.

Applicants will not be required to provide evidence of a disability unless they are found suitable, and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily. Evidence of a disability does not need to include information about the type of disability. For information about how a disability is defined in the Australian Public Service please click here.

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Assessment Process

The assessment process will involve the below stages:

Stage 1: Online Application

The online application is your opportunity to provide relevant personal details and respond to an application question, outlining your motivation and interests for applying for the APS and the Generalist Stream and your skills, capabilities and qualifications. At this stage, you need to upload your resume, your most recent academic transcript and answer eligibility questions.

Tips for your 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 Monday, 15 April 2024.** Late applications will not be accepted.
- Take note of the word limit as an indication of the amount of information to include. Remember to be concise, however use the word limit appropriately.
- It is recommended that 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 eRecruit site, you may lose the information and may 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. It is recommended that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam/junk folder.
- Provide honest and accurate information as your responses will be confirmed at other stages in the assessment process.

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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.
- List recent and relevant referees

Stage 2: Online Assessment

Shortlisted candidates will be invited to complete an online assessment. This assessment has been designed to identify and measure key capabilities and attributes for an Australian Public Service graduate. This assessment will take you approximately 45 minutes to complete and it is recommended that you complete the assessment in one sitting.

Stage 3: Assessment Centre

Candidates shortlisted from Stage 2 will be invited to attend a virtual Assessment Centre which will run over a number of weeks (late May – June). The exact dates will be confirmed closer to the time and further information will be provided to shortlisted candidates only.

Assessment Centres involve different activities to assess your skills and capabilities. 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:

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

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Tips for Assessment Centres

- Understand all the instructions provided to you. If you are unsure what to do, ask for clarification. Ensure you check the start time and duration of your Assessment Centre.
- Be well rested to ensure you bring your best self to your scheduled Assessment Centre.
- Address all the issues and questions outlined in each activity clearly and concisely.
- 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. Responses should be factual, concise and outline YOUR role in the scenario.
- Ensure you test your device and are familiar with the IT platform beforehand to avoid technical difficulties during the session.
- If you experience difficulties, call DFP Recruitment on 1300 184 801 as soon as possible.
- Pace yourself, remember the time limit and ensure you leave enough time to respond to each question.

Stage 4: Matching and offers

Successful candidates will be placed in a merit pool for consideration of offers. Your qualifications, preferences, organisational alignment and partner agency business requirements will be used to match you with a partner agency. Please note, while we try and match successful candidates with one of their nominated agencies, this is not guaranteed**.** If a partner agency wishes to make you an offer, they will contact you further to discuss the specific opportunity.

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 DFP Recruitment team will then contact you to discuss these adjustments further.

Feedback

Due to the expected volume of candidates through the various 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 DFP Recruitment via the details below:
Phone: 1300 184 801
Email: aggp.generalist@dfp.com.au