



Australian Government

Department of Finance

Department of Finance Candidate Guide

2019 Graduate Program Intake



Contents

WHAT IS THE GRADUATE PROGRAM?	3
OUR RECRUITMENT PROCESS	4
YOUR ELIGIBILITY	5
CAPABILITIES WE'RE ASSESSING	6
STEP 1: ONLINE APPLICATION	7
STEP 2: ONLINE ASSESSMENT	9
STEP 3: VIDEO INTERVIEW	10
STEP 4: ASSESSMENT CENTRE	11
ACTIVITIES AT THE ASSESSMENT CENTRE	12
WRITTEN FEEDBACK	13
CONTINUOUS IMPROVEMENT	13
CONTACT	13

What is the Graduate Program?

The Department of Finance is a place that's about much more than numbers. We are a central agency in the Australian Public Service (APS) and make a real impact through the work we do. We collaborate with every other agency and department in the APS making Finance the perfect place to launch your APS career.

This is your chance to grab hold of a challenging position, with real responsibility and supportive colleagues, where innovation, teamwork and collaboration are the cornerstones of our everyday work.

You'll gain exposure to a wide variety of work alongside a great group of professionals. You will also have access to key decision makers who are at the forefront of delivering excellence and value for government.

You may already know that we drive the delivery of the Australian Government's Budget, advising on new policies and programs across government and supporting all agencies through the Budget process. Our graduates typically have the opportunity to spend six months working on the Budget where they make a real impact in shaping Government policy and expenditure from day one.

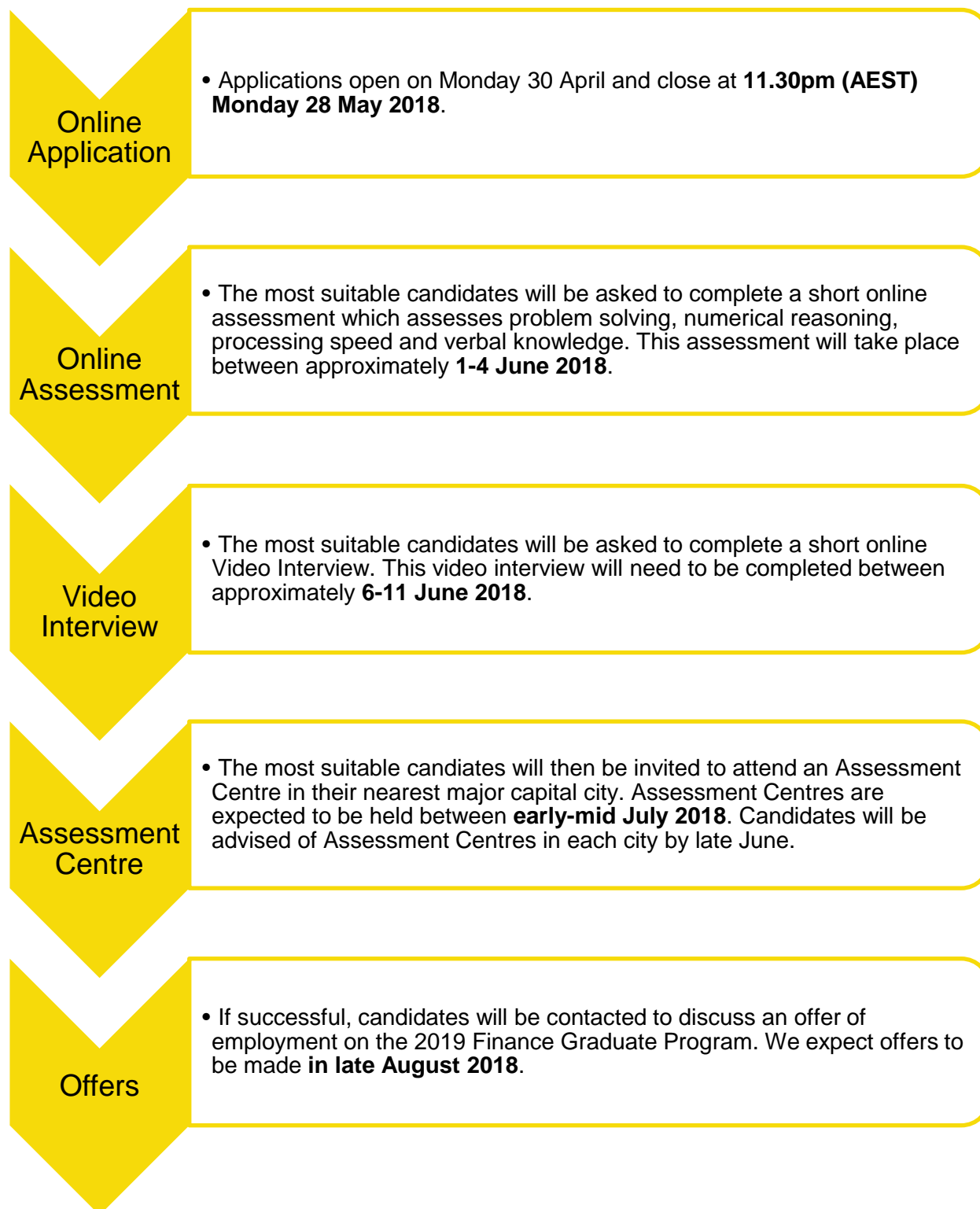
But at Finance we do so much more, and if you join us your work will extend beyond working on the Budget. We are driving reform and modernisation across the APS, we advise the Government on commercial projects and government businesses and we lead a range of whole-of-government policy initiatives including procurement and property management. Wherever you work, as a Finance graduate you will need to be prepared to change the game – in the way you work, the solutions you will offer and the unique skills you will bring. The graduate program at Finance provides you with the opportunity to work on diverse and varied projects that are critical to the government's agenda.

We are seeking applications from high calibre graduates from across Australia to join our team for a challenging and rewarding start to your career.

We want to engage a number of graduates for our 2019 program. You will participate in learning and development opportunities through work placements across the department, as well as gaining access to high quality training throughout your graduate year and beyond.

The selection criteria are aligned with Finance's graduate capability framework.

Our Recruitment Process



Your Eligibility

To be eligible for our graduate program you must submit a completed application form prior to the closing date and time and provide evidence or confirmation of the following:

1. Australian citizenship
2. Credit average across degree
3. Undergraduate degree completed in the previous five years or by the end of 2018
4. Willing to relocate to Canberra
5. Motivation for working within the department

Additional Support

You may be eligible to receive additional support through the process.

If you have a disability you are able to request reasonable adjustments to the assessment process. In order to be considered for this, you will be required to note this in your application and we will contact you to discuss additional support.

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

Capabilities we're assessing

Successful Finance graduates explore opportunities and exemplify drive and adaptability. They are responsive and comfortable with change. Our graduates want to be challenged in a flexible and fast-paced environment. But above all else, Finance graduates have a positive attitude and a desire to learn.

We want graduates who will work on high priority issues across all areas of government.

We are looking for people who aren't afraid to do things differently 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 department 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.	

Step 1: Online Application

The online application is your first opportunity to demonstrate that you meet the selection criteria. Not all candidates will progress past this stage.

The online application is primarily a questionnaire with questions relating to the Finance Graduate Capabilities. 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 technology 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 28 May 2018**. **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 character limits as an indication of the amount of information to include. Remember to be concise.
- 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.

Capabilities assessed with the online application are:

**Organisational
Alignment**

Resume

You need to attach a resume to your application prior to submission. Here are some tips to help you prepare your resume:

Tips for Compiling a Graduate Resume

- Include your personal details at the top of your resume. These should include contact numbers, email address and working rights i.e. Australian Citizen.
- The second item on your resume should include your qualifications and education.
- 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.
- Use a font that is easy to read. Times New Roman, Arial, Calibri, or a similar font. Keep the font size at 10 or 11. Remember to keep your page margins as standard.
- Keep each section uniform, using a standard approach. 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.

Step 2: Online Assessment

Online Cognitive Assessment

If your application progresses to the next stage, you will be invited to complete an online reasoning assessment. This assessment tests 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.

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 20 minutes to complete, you will want to allow some additional time for logging in, reading instructions, completing sample items, etc. Altogether, 30 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. Points 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 ambiguous 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 in these areas 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 recruitment team to make suitable arrangements before you begin the assessment.

Similarly, if you are unable to undertake online reasoning tests for a reason other than visual impairment and did not advise us of this on your Application Form, please contact the Finance Recruitment team to make suitable arrangements before you begin the assessment.

Capabilities assessed with the online reasoning assessment are:

**Results
Orientation**

**Verbal
Communication**

Step 3: 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. Your video will be reviewed by the recruitment team and scored in a consistent manner.

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 let you make the most of this opportunity.

Before you start the interview:

The video interview will allow you 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

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 – please don't worry and just keep going. Everyone can make mistakes, it is about recovering and finishing the question.

Be enthusiastic, this is your opportunity to make an impression and move through to the next stage of the process.

Capabilities assessed in the Video Interview are:

**Organisational
Alignment**

Self-Awareness

Collaboration

**Results
Orientation**

**Verbal
Communication**

**Written
Communication**

Step 4: Assessment Centre

If your application progresses from the online assessment stage, you will be invited to attend a half-day assessment centre. These Assessment Centres will be conducted in your closest capital city.

What is an Assessment Centre?

The Assessment Centre provides you with an opportunity to showcase your capabilities and find out more about the Graduate Program and your graduate year.

Assessment centres use different activities to assess your capability against specific selection criteria. This assessment centre is designed around two activities and takes about half a day. We understand each individual has unique strengths, so our process is designed to provide you with an opportunity to demonstrate your strengths within the capabilities for this program.

You will be asked to complete the following activities:

- a work sample
- a team activity

You will also be able to chat informally with current staff from the department during the Assessment Centre.

Tips for Assessment Centres

- The assessment centre is not designed to catch you out. Try to relax, be yourself and enjoy the activities.
- Listen carefully to the instructions you are given. If you are unsure what to do, ask for clarification.
- Be enthusiastic. 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're looking for when framing your answers.
- Gather information about assessment centres: visit websites, read printed material, talk to previous candidates or career advisers. Your career adviser will be a great source of information for how to prepare for an assessment centre.
- Familiarise yourself with the location and things like parking and/or public transport.
- Ensure you have the right start time.
- Take the contact number in case of emergency.
- If something goes wrong, call us to let us know.

Activities at the Assessment Centre

Work Sample

What happens?

During this activity, you will be asked to prepare a short document on a computer. You will work on your own to complete a piece of work. We'll provide some background information and questions to help you respond.

Tips

- Read the information carefully and make sure you know what you are being asked to do.
- 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:

Self-Discipline

Research and Analysis

Written Communication

Team Activity

What happens?

Very few positions achieve success in isolation. While you can describe times in the past when you have had to work in close cooperation with others, we want to be able to directly observe how you operate in a team. For this team activity, you will be put into a group and provided with some brief information to help you complete your task.

Tips

- Make sure you read and listen to all instructions carefully and keep in mind which capabilities are being assessed.
- Take your role seriously and do your best to behave as you would if the situation were real.

Capabilities assessed in the Team Activity are:

**Collaboration
and Delivery**

**Results
Oriented**

**Research and
Analysis**

**Verbal
Communication**

Written Feedback

Once the recruitment process has been finalised you will have the opportunity to request formal feedback if you completed the Video Interview or attended an Assessment Centre.

Continuous Improvement

We are always looking to improve on what we do. Surveys will be distributed and the feedback you provide will help us improve our process for future recruitment campaigns.

Contact

If you have any questions about the recruitment process, please use any of the contact details below:

Phone: 02 6215 1717

Email: jobs@finance.gov.au

Facebook: <https://www.facebook.com/ausgovfinancegrads/>