**Employee Job Selection Information - Confidential**

**1. Job Selection Process**

This will involve the following:

**a. An application form to be completed (see attached)**

**b. A copy of your resume to be provided (see suggested format attached)**

**c. Submitting both the above to [Name] by [Date]**

**d. A structured, behavioural based interview, week of [Date]**

**e. The above will be considered, along with any current (last 5 years’) performance information i.e. observation appraisals.**

The interview will be with [Names] and will go for about 45-60 minutes.

The interview will focus on the competencies (skills, knowledge, attitudes and attributes) required for the role/s and the company.

**2. Job Selection Preparation**

In preparation for the job selection process we suggest you:

**a. Consider your responses to the application form questions**

**b. Prepare/update your resume (suggested format attached but feel free to use a format that suits you, no more than 3 pages).**

**c. Prepare for the interview**

In a structured, behavioural based interview, the interviewer/s asks questions about competencies. The interviewee responds by giving specific examples of situations which demonstrate those competencies.

An example of a structured behavioural based interview question for a customer service role would be:

“Tell me about a time when you provided exceptional customer service to a customer. What was the situation, what did you do and what was the outcome?”

The best way to prepare for the interview is to think of examples of situations where you have demonstrated the competencies required, and, be prepared to talk about what the situation was, what you did and what happened.

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| **Job Selection Application Form** | |
| **Name** |  |
| **Date you commenced in your current role** |  |
| **Date you commenced with [Company] (if different from above)** |  |
| **Why would you be suited to a role in the new structure?** |  |
| **How do you think you can contribute to the business?** |  |
| **How would you describe your performance with [Company] to date?** |  |
| **How would you rate your technology skills?**  **What programs/systems are you proficient at using?** |  |
| **What do you do for your own professional development?**  **Are you working on any areas for development at the moment?** |  |
| **Please hand this form to [Name], along with your resume, by [Date].** | |

**(Resume Template)**

**Name**

**email@email.com**

0499 999 999

Linkedin.com/in/name/

**Career Profile or Capability Statement**

Provide a snapshot of your area of expertise, experience, most relevant skills and abilities, and unique offering. (No longer than 3-4 sentences).

**Achievements**

* Insert achievement statement (a statement about something you have done that has been significant in your recent career; what you did, when and what the outcome was)
* Maximum of 4 statements

**Employment History**

**Name of Organisation** Month year-current

**Role Title**

**Key Responsibilities**

This is a tactical list of what you do using active, dynamic verbs. It needs to succinctly outline ONLY your most important responsibilities (max 4).

**Name of Organisation** Month year-date

**Role Title**

**Key Responsibilities**

**(Follow this format to cover the last 10 years. For positions prior to the last 10 years, list organisation, dates & role title only).**

**Education**

Qualification Year

Name of institution

**Professional Memberships**

Name of association/s

**Professional Development**

Insert name of courses or accreditations

**Referees**

Available upon request