

## ADVICE TO APPLICANTS

Questacon—The National Science and Technology Centre seeks to recruit energetic, responsible and appropriately qualified staff to fill vacancies, and offers the following advice to potential applicants.

### Before you write your application

Read the Role Statement for the position carefully. The Role Statement describes the tasks and functions associated with the vacancy, and lists the abilities and experience that the Selection Committee will be seeking in the successful applicant. Phone the Contact Officer to find out more about the job, the workplace team, and any other information related to the position.

### Eligibility

Australian citizenship is required.

### How to Apply

#### Resume

The first step when applying for a position with Questacon is to ensure that your resume is up to date.

Generally your resume should:

- Contain accurate and relevant information
- Include your personal details, work experience and qualifications
- Be between two and three pages in length
- List contact details for referees, including your current supervisor and/or previous supervisor.

**Please note:** Your resume must be submitted with your application.

### Personal Details of Applicant

The second step with every application is to fill out the Personal Details of Applicant form. This form assists with the processing of your application, and should be completed and

submitted with your application. Information collected on this form will be treated confidentially and may be used for statistical purposes.

## Selection Criteria

The third and biggest step in the application process is providing comments that address the selection criteria. Your comments need to demonstrate your competency against each selection criteria.

You will generally be required to submit a concise application, which requires you to formally address the selection criteria. In some cases you will not be required to formally address the criteria, but instead provide a tailored resume.

In some cases an interview may not be necessary as the selection for a position may be based on applications and referee reports only.

## Addressing the Selection Criteria

Where you are required to formally address the selection criteria, you should keep in mind the particular expectations outlined in the selection criteria and the job description. You should cite examples of situations you have faced and describe your actual involvement. Your examples should reflect your knowledge, skills, experience and qualifications.

The key to formally addressing the selection criteria is to:

- Demonstrate capability by providing evidence of how you meet the selection criteria
- Provide specific details
- Where possible, include an indicator of success or a result.

An easy and common way to do this is using the **CAR** approach wherever possible - that is:

- **C (Circumstance)**  
What was the situation?  
Who was involved?  
What was your role?
- **A (Action)**  
What did you do?  
What happened next?
- **R (Result)**  
What was the end result?

Remember, at Questacon we are interested in you! So please:

- Focus on your specific involvement in the various situations (use 'I' instead of 'we')
- Give examples within the last two/three years if possible.

**Please note:** When addressing your selection criteria, your statements against each criterion should not exceed one page in length.

## Referee Reports

It is not necessary to provide a written referee report with your application unless specifically requested in the selection documentation. However, the current contact details of your referees should be provided.

The selection panel will only seek referee comments for the most competitive applicants for the advertised position. It is important that the referee/s nominated are in a position to comment on your recent work performance.

The selection panel can request a written report or seek verbal comments at any stage of the selection process. Selection panels are aware that notes on these discussions, and any written reports received, may be made available to applicants.

To assist referees in providing a written report Questacon will provide a Referee Report form for completion.

## Lodging Your Application

Your full application containing your completed Application Cover Sheet, your resume and your response to the selection criteria (if required) must be submitted by the specified closing date of the position for which you are applying. Applications should either be submitted online to [recruitment@questacon.edu.au](mailto:recruitment@questacon.edu.au) or by post to:

Human Resources (Loc 920)  
Questacon—The National Science and Technology Centre  
PO Box 5322  
KINGSTON ACT 2604

**Please note:** Questacon does not usually accept late applications unless candidates have been granted an extension by the Contact Officer.

## Interview Process

### Interviews

Once the selection panel have assessed all the applications submitted, short listed applicants may be contacted to attend an interview. In some cases the selection panel may decide that interviews are not necessary and elect to fill the vacancy based on written applications and referee reports only.

If you are contacted to attend an interview, the selection panel will assess your capabilities against the selection criteria. The interview process may also be used to 'get

to know' you and share with you more information about the position. It is also an opportunity for you to ask questions about the position and/or Questacon.

One type of question you may be asked at any interview is a behavioural based question, an example of which could be:

*'Provide an example of when you have been under pressure'.*

It is important to ensure your response displays your ability to meet the criteria for the advertised position.

When answering behavioural based questions during an interview remember to:

- Describe the situation
- Describe how you reacted to the situation
- Describe the end result of your action.

**Please note:** that this is an example only and the type of interview and questions that are chosen are determined by the relevant selection panel.

## **Selection Panel**

At Questacon our selection panels usually consist of three people and we try to ensure that both genders are represented on each panel. Usually the panel will compose the Contact Officer for position, another relevant person for the work area and person from outside the work area.

Should you be unsuccessful in winning a position, you are very welcome to contact the Chair Person of the panel to receive feedback on your application and interview performance.

## **Assessment**

Your suitability for a position with Questacon is merit based and is generally assessed on the basis of:

- Your application
- Your interview
- Referee comments.

## **Selection and Appointment**

If you are the preferred applicant, you will receive verbal notification of your success. This will be followed by a formal letter of offer, which contains the specific details of your appointment including salary, position details, and commencement date.

It is our aim to complete all selection processes within a 6 week timeframe.