

Applying for a job at Fraser Coast Regional Council



Application Guidelines and Instructions

Thank you for your interest in employment opportunities at Fraser Coast Regional Council. Please feel free to save this document for future reference.

All externally advertised vacancies of Fraser Coast Regional Council will be accessed via <http://wewantyou.frasercoast.qld.gov.au/VacancyList.aspx>

Below you will find some helpful guidelines and instructions to assist you through the application process using the Fraser Coast Regional Council e-Recruitment system.

Registration

In order to apply for a position at Fraser Coast Regional Council, you will need to register with our e-Recruitment system. You can do this by clicking the “Sign Up” icon, and completing the details. This will create an account which will be used for all future job applications with Fraser Coast Regional Council.

When signing up, please ensure your email address is accurate and that you check it regularly. This will be the primary method of communication with you regarding the status of your applications.

Once you have entered your personal details and answered the three questions (used for password retrieval), click submit.

Cover Letter, Resume and Selection Criteria Responses

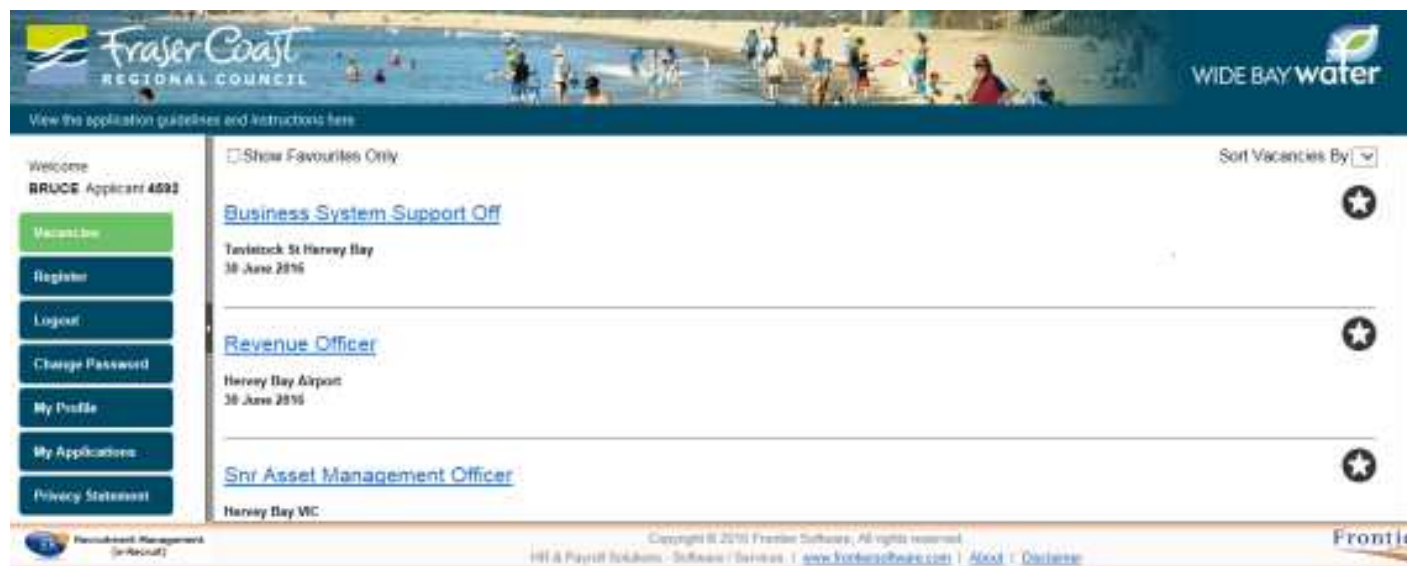
Before starting your online application, please ensure your resume, cover letter and key selection criteria (if required) are up-to-date and ready to attach. The e-Recruitment system will only accept files in the following formats: Microsoft Word (.doc & .docx), Adobe PDF (.pdf) and Image (.jpg).

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The file name you use should only contain your name with the position number you are applying for. The file size should be less than 2MB. Please check your documentation meets the above before commencing the application process in the e-recruitment system.

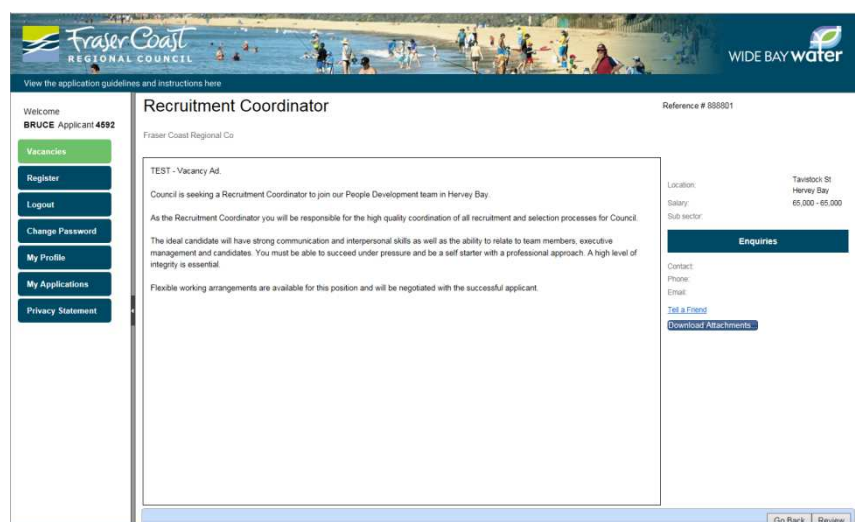
Applying for a vacancy

On the Home screen click on the vacancy you wish to apply for:



This will take you the vacancy summary screen which will include the title, status, location, salary and a summary of the role. You will also be able to download position description from this screen.

To apply for this vacancy click here Apply for Job in the bottom left hand corner. Or to return to the list of vacancies click Home.



Applying for a vacancy will take you through a series of screens. These screens may have slight differences for each vacancy. To move between screens click next.

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Details – ensure your name and date of birth is entered correctly.

To enter your details, select EDIT then save your changes.

The 'Details' form is titled 'Details *' and includes an 'Edit' button. It contains the following fields: Title (dropdown menu), First Name (text input, value: BRUCE), Surname (text input, value: WEWANTYOU), Preferred Name (text input), Birth Date (text input with a calendar icon), Email Address (text input, value: recruitment@frasercoast.qld.gov.au), Gender (radio buttons for Male, Female, and Not Applicable), and Mobile (text input).

Address – ensure your address is entered correctly. You can add more than one address.

To enter your details, select EDIT then save your changes.

The 'Address' form is titled 'Address *' and includes 'Add', 'Delete', and 'Edit' buttons. It contains the following fields: Type of Address (dropdown menu, value: HOME ADDRESS), Suburb / City / Locality (text input), State (dropdown menu), Address Line 1 (text input), Post / Zip Code (text input), Address Line 2 (text input), Country (dropdown menu), Area code (text input), Mobile (text input), and Email Address (text input).

Applications – This will give you further details about your application. You will also be asked on this screen to upload your cover letter, resume and selection criteria responses (if required). Ensure these are all saved as one file, no bigger than 2MB.

The 'Applications' form is titled 'Applications *' and includes 'Save' and 'Cancel' buttons. It contains the following fields: Vacancy (text input, value: 888801), Position (dropdown menu, value: Recruitment Coordinator), Company (text input, value: FCRC), Applied Date (text input with a calendar icon, value: 1 June 2016), and a checkbox for 'Do you wish to receive advice on future positions'. There is an 'Add Attachments' button and a large text area for uploading files.

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Supporting Documents (your Resume and or Cover Letter) - To upload click here [Browse](#).

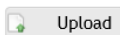
Supporting Documents

Use the buttons below to attach a curriculum vitae, cover letter and any other supporting documentation to your application. For each document type you are informed if the document is mandatory or optional and the types of document that can be attached.

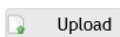
To attach a document;

1. Select the "Upload File" button for the type of document you want to attach.
2. Search for and select the document you want to attach.
3. Repeat the above steps for each document you want to attach.
4. Once all documents have been attached select the "OK" button to return to your application.

Resume (optional) (in docx,pdf format)



Cover Letter (optional) (in docx,pdf format)



OK

Select SAVE once your document/s have uploaded.

Screening Questions – Please answer these questions as accurately and honestly as possible.

Applicant Screening Questions *

Edit

Used to record the applicants responses to the questions provided for the vacant position.

Please complete the short questionnaire to help us evaluate your suitability for the role.
Select the submit button at the bottom of the page when you are finished.

Licence Do you have a current QLD Class C Drivers Licence?

☐ Yes

☐ No

Qualification Do you have tertiary qualifications in Management?

☐ Yes

☐ No

Select SAVE once you have answered all questions.

EEO – Fraser Coast Regional Council is an Equal Opportunity Employer.

EEO *

Edit

Your equal employment opportunity details.

Aboriginal or TSI

☐ Yes ☐ No ☐ Unspecified ☒ Not Applicable

Long Term Impairment

☐ Yes ☐ No ☒ Not Applicable

First Language Spoken

Person from a non English-speaking background

Persons with a disability

Select SAVE once you have answered all questions.

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Once you have clicked Submit your application is complete. Here you can print or email your confirmation.

Confirmation

Thank you. Your application has been received.

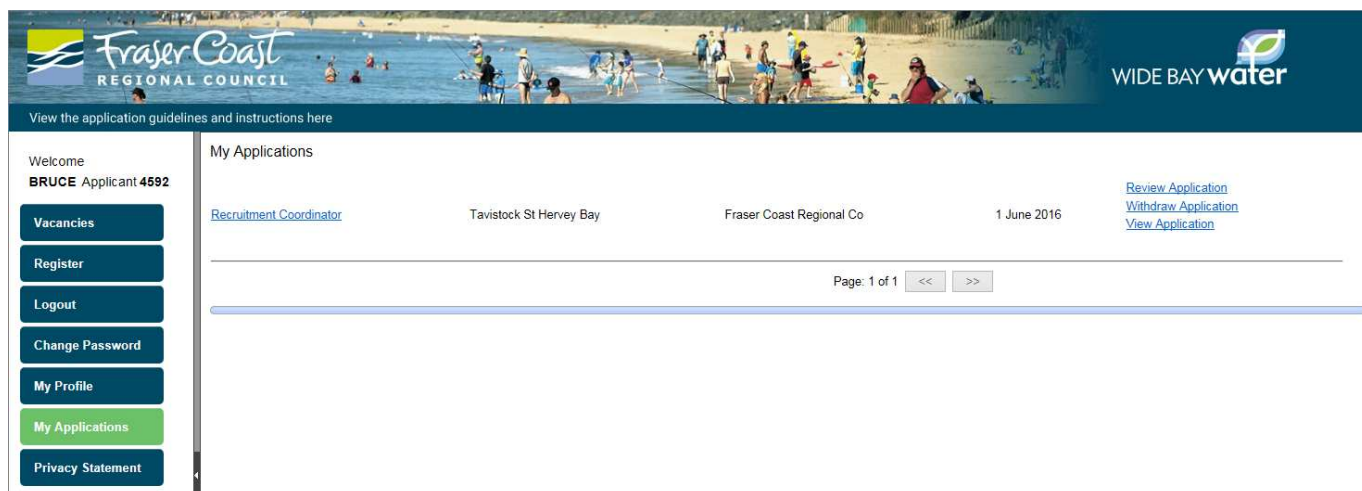
Your **Login Name** is **recruitment@frasercoast.qld.gov.au**

Your **Applicant Reference** is **4592**.

Please use this reference number in any future correspondence.

OK Show Printable Summary Send Summary in Email

To view the status of your applications at any time log back into your account and click Applications.



Tips for your application.

What to include in your resume:

Personal details;

- ★ Tickets, qualifications & rewards;
- ★ Work experience/history;
- ★ Hobbies/interests; and
- ★ Referees/references.

Applicants LIST OF MUST DO's prior to submitting you application:

Prior to submitting your application, applicants need to ensure:

1. Review your application;
2. No spelling mistakes;
3. Completed all the mandatory components of the application form (cover letter, resume & selection criteria);
4. Attached the relevant documents;
5. Addressed the cover letter to the correct person;
6. Cover letter is relevant to the position you are applying for;
7. Formatting is to the required standards and consistent through-out your application.

Failing to follow the steps above could result in your application not making it past the first stage of shortlisting.

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As a leading local employer of the Fraser Coast, Council can attract up to 500 applications for any one (1) position vacancy, this means that your application needs to be accurate, specific and relevant. Ensuring that your application complies with the 'list of must do's above, will provide you a better chance of being shortlisted. Remember your application is your first impression; make sure it is one to remember for the right reasons.

Selection criteria

This guide continually refers to *Selection Criteria*, and you must address any essential position requirements and selection criteria questions as part of your application.

The Selection Criteria are those skills, abilities, experience, knowledge and qualifications which are essential for the job functions to be effectively and efficiently performed.

The degree to which applicants meet the selection criteria is a fundamental component of the overall selection process. Failure to address the selection criteria prevents the panel from easily and accurately assessing your competencies, and may exclude you from further consideration. Some positions may not require you to address the selection criteria. Please check the job advertisement or if in doubt contact us.

A Selection Panel determines your suitability for the job based on how you prove you meet the selection criteria. You are therefore required to address and reply to each of the selection criteria in full. Some questions may only require a short answer, such as the name of qualifications or licences and when and where you obtained them.

Notes to remember when addressing the Selection Criteria

- Addressing the selection criteria questions is your opportunity to show the Selection Panel that you are the best person for the job.
- Be specific. Outline how your qualifications, skills, abilities, experience and knowledge meet the requirements of the job. You should read the selection criteria questions carefully, and determine what each one is actually asking.
- When forming your answer **QUALITY** not quantity counts. Go through your statement carefully and if a paragraph does not relate directly to the selection criteria, consider leaving it out.
- Key words to use in Selection Criteria are:
 - **Demonstrate or prove ability** – you should have successfully performed the duty or used the skill in the past. Actual experience rather than potential to perform the duty is required.
 - **An ability to rapidly acquire** – you do not already have the skills, knowledge and abilities. You should demonstrate your potential to acquire these by comparing them to relevant tasks or responsibilities you have undertaken in previous positions or through study.
 - **Through, sound or high level** – that advance skill or knowledge is required.

The STAR method

Council recommends the STAR method for responding to selection criteria:

- ★ Situation
- ★ Task
- ★ Activity/Action
- ★ Result

- Carefully read the selection criteria.
- Describe a situation where you have demonstrated the competency.
- Write about the actual situation, what the task was, what activity or action you undertook (including delegation or team work), and the result of your efforts.

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It is important to be very clear and concise in your response.

When using the STAR method, you can incorporate the following:

1. An initial statement – (SITUATION)

This should be a clear statement of how you meet the criterion. For example:

- *This is what I do....*
- *I possess a high level of skill in*
- *My role as demands that I*

2. Supporting argument – (TASK, ACTIVITY, RESULT)

Justify your initial statement by showing how you meet the criterion. Identify the issues for each selection criterion and include these in your response. Provide one (1) or two (2) examples that best demonstrate your skills, knowledge or abilities and cover as many of the relevant issues as possible. Examples should include:

- Content – what occurred and what you did.
- Context – your responsibility: whether you were in charge, responsible or part of a team that was responsible.
- Outcome – what happened as a result? Was your work approved? Adopted? Successful? What difference did your work make to the organisation?

3. Validity statement

Validate your examples by showing supporting evidence. For example:

- *Attached testimonials verify*
- *Feedback from customers was*
- *In support of my claims please contact*

4. Concluding statement

Reinforce again why and how you meet the criterion. Relate your response back to the criterion. For example:

- *I believe that through this I gained*
- *This demonstrates ...*

Addressing the selection criteria question for the job is the most important part of your application. The panel will use all the information provided in your application but will concentrate on the selection criteria answers for an analysis of your qualification, skills, ability, experience and knowledge.

Notes to remember when providing referees' information

Assist your referees by:

- Asking if they will act as a referee for you.
- Notify your referees that you are applying for the job.
 - If you become shortlisted, give them a copy of the position description and advertisement (for the selection criteria) to allow them time to think about any responses they may need to give.
- You may wish to give them a copy of your application as well.

In your application, nominate at least (2) referees who have first-hand knowledge of your work performance, preferably your current or most recent supervisor. Be sure to state their name, position, department and/or organisation and contact details.

The checking of references is a technique that confirms or clarifies issues and claims you have made in your application, interview or other selection techniques.

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It is a requirement that information provided by an applicant can be verified, if necessary, by referees before an appointment is made.

Your interview

The Selection Panel's task is to establish whether you possess the necessary qualifications, skills, ability, experience and knowledge to perform the duties and requirements of the job. The task is then to select the most suitable person for the job.

Your task is to convince the Selection Panel on how well you meet the selection criteria and to enable the panel to determine if the job is suitable for you. The best indicator of future success is past performance on the job.

The Selection Panel will use the interview to ask you specific job-related questions to investigate your past achievements and your acquired skills and abilities. Interview questions will be related to the Key Selection Criteria and you will be expected to draw from previous experience or knowledge to answer the questions appropriately.

It is imperative that you advise us of any special requirements/assistance that you need for the interview (if applicable).

Preparing yourself for interview

Plan and prepare for your interview. You have the same access to the key selection criteria as the Selection Panel, so with thought and preparation there should be no surprises.

Carefully read the position description, and in particular the key selection criteria, roles and accountabilities and outcomes. List key issues relating to each, and think of likely questions that would directly apply to the position description. There will be a focus on proof of your ability, so think of your previous exposure to similar work situations that had successful outcomes. Be prepared to provide examples.

You should also prepare answers to more general questions such as:

- Why did you apply for the job?
- What has been your biggest achievement(s) to date?
- What have you done that demonstrates initiative in your career?
- What are your strengths and weaknesses in past/present jobs?
- Why are you the best person for this job?

Answering and asking questions

This is a very important aspect of the selection process. It is imperative that you are honest and answer questions clearly and concisely. It is helpful to be able to give examples of what you have done. Act positively and informatively and be enthusiastic about what you have to offer.

Listen carefully to the questions being put to you and query anything you do not understand. Remember, the interview is a two-way process and you may ask questions as well. Be prepared and have well thought out questions for the panel.